**Privacy Notice (How we use your information)**

**Kirklees Intervention Support Services**

We commission and fund the Intervention and Support Services which are delivered by Kirklees Better Outcomes Partnership in conjunction with a number of support providers. As the commissioner of these services we use this data for performance and quality monitoring and contract compliance purposes.

Kirklees Better Outcomes Partnership are contracted to deliver these services on the Council’s behalf and to deliver these services in accordance with contractual requirements they will have access to the personal information you provide as joint controllers to deliver the support and intervention services to you.

**The categories of information that we collect, process, hold and share include:**

Personal information such as:

* Name
* Date of birth
* Address)
* Telephone Number
* Email address
* Assessment information including personal circumstances to enable assessment of eligibility for services
* Financial information
* Household information
* Relevant medical information
* Social care needs
* Housing needs

Characteristics such as:

* Gender,
* Ethnicity
* Disability)
* National Insurance number
* NHS number
* Language
* Religion

**Why we collect and hold this information**

We use this personal data in order to:

* Provide you with support services;
* To meet our legal obligations
* Provide you with the support you need to access support appropriate to your needs and maintain your independence
* Enable us to carry out specific functions for which we are responsible;
* Assess the quality of our services;
* Evaluate and improve our performance;
* Derive statistics which inform decisions about future delivery of services
* Provide statistical and research information

**The lawful basis on which we use this information**

We collect and process information about you under the following legislation:

* Housing Act 1996
* Homelessness Act 2002 •
* Localism Act 2011 •
* Homelessness Reduction Act 2017
* Care Act 2014
* Health & Social Care Act 2012
* Children and Families Act 2014
* Local Governments (Contracts) Act 1997 section 1

We also process information about you in line with Article 6 (1) (e) of the GDPR which is

*“Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law”*

We collect and process special category personal data which includes health & medical information. we collect and process this in line with Article 9, section H of the GDPR which states “*processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3;”*

We also collect information about you which included your ethnicity, gender, religion and sexual orientation. We collect this under article 9 section G of the GDPR “*processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject”*. We also collect and use this data in line with the Equalities Act 2010.

**Storing this information**

We will hold the information about you securely, and for no longer than reasonably necessary. We will hold it for 7 years following the close of your support in order to comply with statutory requirements; in case of legal claims/complaints; and for safeguarding purposes}

**Who we share this information with**

We routinely share this information with:

* Kirklees Better Outcome Partnerships and their network of providers who are;
	+ Fusion Housing
	+ Connect Housing
	+ Horton Housing
	+ Foundation UK
	+ Making Space
	+ Community Links
	+ Home Group
	+ Richmond Fellowship
	+ Pennine Domestic Violence Group
* Other services within Kirklees Council such as finance, housing services, social services, commissioning and contracting and audit
* National government department e.g. National Health Service, Department of Culture Media And Sport, Ministry of Housing, Communities and Local Government, Department of Work and Pensions
* Other partners including:
* Contractors delivering services on our/your behalf
* Voluntary and community organisations
* Health care agencies such as NHS Clinical Commissioning Groups
* Registered providers of social housing
* Police
* Fire Service
* NHS
* Department of Work and Pensions
* Probation or Community Rehabilitation Company
* We also share anonymous data for statistical and research purposes and evaluation

**Why we share this information**

We share your information to provide health and social care services. We will only share the minimum that is needed to deliver the relevant service. Sharing your information with our Housing and Health partners and the use of joined up information across housing, health and social care brings many benefits. The linking of social care and health information will help hospital staff quickly identify if social care support is already in place and who the most appropriate contact is. Ongoing support can be planned earlier in the process, because Health staff will know who to talk to.

We do not share personal information about you with anyone without your permission unless the law and our policies require us to do so. For example, if we consider that safeguarding questions arise about you, we may share relevant data with appropriate partners to ensure your protection and wellbeing is maintained.

## Further information

If you would like further information about how we manage your data, please see the privacy notice for Kirklees Council at [www.kirklees.gov.uk/privacy](http://www.kirklees.gov.uk/privacy)

If you would like further information about this privacy notice, please contact: Emma Hanley, Senior Contracting & Procurement Manager or Kirsti Sutton Contracts Manager (Housing Related Support)**.**

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at DPO@kirklees.gov.uk or by ringing 01484 221000.