



Care Leavers and Independence Support Team Transparency Notice

We take your privacy seriously and will only use your personal information for the purpose(s) listed in section 2 below. This notice provides details of how the Council collects and uses information (data) about you.

We will keep your information (data) secure at all times.

1. Who we are.

a) The Controller for the information we hold is Wakefield Council. Contact details:

Telephone: 01924 306112

Email: dataprotection@wakefield.gov.uk

b) If you have any queries regarding your information that we are using for the purpose outlined in section 2, please contact the Controller's representative. Contact details:

Team Manager: Contact details:

Telephone: 01924 304100

Email: leavingcare@wakefield.gov.uk

c) The Council's Data Protection Officer is the Corporate Information Governance Team Manager: Contact details:

Telephone: 01924 306112

Email: dpo@wakefield.gov.uk

2. How we use your data:

The Leaving Care Service needs to collect the following information about you:

- Full name including any alternative names/aliases
- Age/Date of birth
- Address including previous addresses
- Ethnicity (as defined by the individual)
- Schools, Colleges and Universities attended
- Details of employment and training
- Health details

We use this information to ensure that young people have their needs assessed, have appropriate plans in place and are provided with quality services which achieve positive outcomes and maximise life opportunities:

- Support for young people through a team of experienced Leaving Care Social Workers and Personal Advisors
- Housing support for young people living in their own accommodation
- Placements in supported lodgings and supported living
- Supported tenancies
- Specialist advice and support around training, Education and employment

To enable us to provide our service to you we will share your information with:

• Adult Social Work teams	• NHS Services, CIC Nurse, GP etc
• Benefits Department	• Police
• CAPS	• Probation Service
• Children in Care Teams	• Residential Services
• Connexions	• SEN Team
• DWP	• Social Care Direct
• Education and Training establishments	• Virtual School
• Employment Hub	• Wakefield and District Housing and housing providers
• Fostering Services	• Young Families
• Housing Needs Service	• Youth Offending Teams

Sometimes we share anonymised information for monitoring and research purposes, for example: with the Department for Education.

Other services you may have been involved with in the past or if you become involved with such as Substance Misuse Services, CAMHS and EWBT.

3. What authority does the Council have to collect and use this information?

The General Data Protection Regulation requires us to have a legal basis for collecting and using your personal data. The relevant legal bases are Article 6 (1(e) and Article 9 (2(b)). This means that we have a legal obligation under the Children Act 1989 to carry out duties and exchange information about you with other people and agencies.

4. How long will we keep your data?

We will keep your personal information collected for the purpose(s) detailed in section 2 for a period of 75 years (for a child in care) after which time it will be deleted from our systems. It is a legal requirement to keep personal data for this length of time.

Your information will be stored securely and only made available to those who need to know for the purpose set out above and only as much information as is necessary to carry out our duties legally will be shared with any individual or organisation.

5. Your rights and your personal data

Under the GDPR you have the following rights:

Right of Access

You have a right of access to the personal information that the Council holds about you, and/or the right to be given a copy of the data undergoing processing.

Right to Rectification

You have the right to request that the Council corrects any personal data if it is found to be inaccurate, incomplete or out of date.

Right to Erasure

In certain circumstances, you may have the right to request your personal data is erased.

Right to Restriction of Processing

You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

Right to Portability

You have the right to request the Council provide you with your personal data and where possible, to transmit that data directly to another data controller. However, this only applies to data that you have provided to us and not to all the information that the Council holds about you.

Right to Object to Processing

In certain circumstances, you may have a right to object to the processing of your personal data.

Right of Complaint

You have a right to lodge a complaint with the Information Commissioner, please find contact details below.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

To exercise any of your rights, you should contact the Data Controller's representative as shown in section 1b.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Transparency Notice, then we will provide you with a new Transparency Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.