



## Wakefield District Domestic Abuse Service Transparency Notice

Here at Wakefield Council, 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 306221

Email: [dataprotection@wakefield.gov.uk](mailto: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:

The Housing Needs Service, Service Manager

Telephone: 01924 304360

Email: [housingneedsservice@wakefield.gov.uk](mailto:housingneedsservice@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](mailto:dpo@wakefield.gov.uk)

### 2. How we use your data:

Dependent on your circumstances Wakefield District Domestic Abuse Service (WDDAS) may need to collect the following information about you in order to assess your needs and safety due to experiencing domestic abuse and violence. Equally information is collected to assess your needs and risk of harm due to using abuse behaviours against others.

The type of information which may be collected is as follows:

Your contact details including name, telephone numbers, email and address

Identifying details, including date of birth and national insurance number

Information relating to your income and benefit entitlements

Information about any debts

Information relating to your employment status

Information regarding your current housing circumstances

Information regarding your health and wellbeing related support needs

Information regarding your health including physical and mental health issues

Information regarding any criminal or civil orders or proceedings  
Information to prove you are eligible to receive services, including for example confirmation regarding your rights to reside in the UK  
Your religion, gender, sexual orientation, country of origin, nationality  
Details about your household composition  
Information regarding any criminal offences or history of offending  
Information of any current or previous incidents of domestic abuse and violence you have experienced including names of current or ex-partners, family member details  
Information relating to involvement with other agencies  
Information about your current risk of/or experience of domestic violence and abuse.

To provide the service WDDAS has obtained your personal data from yourself and may obtain information via enquiries with a range of third parties which **could** include: members of your household, other individuals, your current and or former accommodation provider, your GP and health providers, your current or former support providers, the Police, Probation Services, Court Services, Children and Adult Social Care Services, Statutory and Non- Statutory Services, Schools, charitable and voluntary sector agencies and organisations, the DWP, current and former employers.

Information is only obtained where necessary in order to provide services to you.

We use this information to:

Help you and your family to be safe and free from abuse  
Help you to remain in your accommodation or access alternative housing  
Help you find secure accommodation  
Help prevent you from becoming homeless  
Help you identify and access appropriate support to meet your emotional health needs  
Help you access appropriate support to meet your identified needs.  
Support you in Court Proceedings  
Help you address your abusive behaviour

Dependent upon your circumstances to enable us to provide our service to you we **may** share your information with **some** of the following organisations:

Your current, former or prospective accommodation providers  
Other Council services including Children and Adult Safeguarding  
Other Local Authorities/Courts  
The Police  
Your GP and other health providers  
Mental health services  
Substance misuse services  
The Probation Service and the CRC  
Your support providers  
Support providers who may be able to offer you a service  
Forced Marriage/Honour Based Abuse organisations  
Individuals and members of your household  
The DWP  
Advice agencies  
Statutory and non- statutory agencies and organisations  
Schools and Colleges  
Other Domestic Abuse Service and Providers

## **PLEASE NOTE**

Your information is always kept safe and secure, and only shared on a 'need to know' basis.

Information is not automatically shared with all the agencies listed above.

Should you decide not to provide any of the information we request from you we may be unable to work with you effectively to address your needs.

So that we can try to improve the service we offer, we might need to make your details and information you give us anonymous so that we can share it with agencies and researchers outside of our service. This helps us to monitor our performance, understand more about domestic violence and abuse and the best ways to improve the lives of those who experience it.

All information is anonymised for the purposes of research and monitoring.

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

The Council has the authority to collect and process your personal data in order to fulfil its statutory duties under the homelessness legislation including the Homelessness Reduction Act 2017, The Housing Act 1996 as amended by subsequent legislation and the Protection from Eviction Act 1977.

Local authorities also have statutory duties to:

- provide for the well-being of its citizens (Local Government Act 2000)
- do all it reasonably can to prevent crime and disorder in its area (Domestic Violence, Crime & Victims Act 2004)
- protect children and young people (Children Act 1989, United Nations Convention on the Rights of the Child 1991).

Under Article 6 of the General Data Protection Regulation lawful processing applies when:

1 (d) the processing is necessary in order to protect the vital interests of the data subject or of another natural person, and

1 (e) the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller, and

1 (b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.

### **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 up to 8 years after which time it will be deleted from our systems.

### **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 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.

**6. 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.