

PRIVACY NOTICE: SHEFFIELD BUILDING SUCCESSFUL FAMILIES PROGRAMME

Who we are:

Sheffield City Council respects your privacy and will process any data you give us fairly and lawfully. By processing data, we mean the collection, utilisation, sharing, retaining, and disposing of it.

How we will use your information:

To provide you with a wide range of services as part of the Building Successful Families programme, we may collect personal details appropriate to the service(s) required. You provide this information on a basis of consent. We will only ever ask for information that is absolutely necessary. You may choose to opt out of providing personal information if you wish but, if you decide to opt out, we may be unable to offer you a full range of services to meet your needs. Whilst we have a responsibility to keep your information accurate and up to date, to do this you also need to help us by letting us know when your details require changing, or if the information we hold is incorrect.

We use your data:

- to help us understand your needs and the needs of families in your local area
- to record our work with you
- so that we can provide you and your family with the right services and the best help and advice
- to assess how well the programme is doing on a range of measures
- anonymously to contribute to national research and evaluation.

Who we will share your information with:

To provide you with the service you require there will be occasions when your information is shared in accordance with relevant legislation with our authorised external partners such as the Police, Probation, Health Services, Department for Work and Pensions (Jobcentre Plus), and/or other Voluntary and Community Services. We may also share your information with other agencies or organisations as allowed or required by law, for example to enable those organisations to carry out their statutory duties, or where it is necessary, to prevent harm to yourself or other individuals.

We also share anonymised statistical information about children and families with the Department of Levelling Up, Housing and Communities, as the funders for the programme, as well as other government bodies such as the Department for Education who will lead the programme from April 2024. They use such information

for research and information purposes to allocate funding, to inform, influence and improve policy, and to monitor the performance of local authority services as a whole.

All data will be transferred, handled, and stored in accordance with General Data Protection Regulations. Legally binding agreements are in place between Sheffield City Council and the Department of Levelling Up, Housing and Communities/ Department for Education, to ensure that all parties comply with the strict rules on handling, transferring, storing and destroying the data.

How long we will keep your information:

Ordinarily we will keep your information for a period of 6 years after we stop working with your family. We will only keep your information for as long as we need it and then we will destroy it.

What are your rights:

Under data protection law, you have certain rights regarding your personal data. For more information, please see the Council's main Privacy Notice at [Privacy notice | Sheffield City Council](#).

If you have any queries, concerns or complaints about the way we process your personal data, you can contact the Council's Data Protection Officer at dataprotectionofficer@sheffield.gov.uk.

If you are not satisfied with our response or believe that we are not processing your personal data in accordance with the law, you can also complain to the Information Commissioner's Office. Their contact details can be found at <https://ico.org.uk/>.

This Privacy Notice will be kept under regular review and any updates published on this site.

This Privacy Notice was last reviewed in October 2023.