

Privacy Notice – Building Successful Families

Family workers within People's services offer support to families in need of help in Sheffield, under Building Successful Families as part of the national Troubled Families programme. We work in partnership with other organisations to provide you and your family with the support to best meet your needs.

To ensure that we are able to offer you appropriate services, we need to collect some information about you and your family. You may choose to opt out of providing personal information if you wish, but if you decide to opt out we may not be able to offer you a full range of services to meet your needs.

How we will use your information

Your information is processed:

- 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.

During our involvement with you, you may be asked for your consent to us sharing your information as part of a referral to a service that we feel may support your needs.

Who will we share your information with

Along with other services in the Council (e.g. Children's Social Care, Housing Services), we may also share your information with:

- Police
- Probation Services
- Health services, including Health Visitors, Midwives and the Children's Hospital
- Department for Work and Pensions, such as our partners in Job Centre Plus
- Voluntary, Community and Faith Sector partners

This is to ensure that you and your family are being offered the services you are entitled to and measure the programme's success (our Troubled Families Outcome Plan shows what this can look like <http://www.sheffield.gov.uk/content/sheffield/home/social-care/building-successful-families-programme.html>).

We also share anonymised statistical information about children and families with the organisations the Ministry of Housing, Communities and Local Government, as the funders for the programme. 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.

How long will your information be kept

Ordinarily we will keep your information for a period of 6 years after we stop working with your family.

What are your rights

You have rights under Data Protection law. For further details about your rights, the contact details of our data protection officer and your right to make a complaint please see our data protection web page: www.sheffield.gov.uk/privacy