PRIVACY NOTICE FOR SHEFFIELD BUILDING SUCCESSFUL FAMILIES PROGRAMME

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

In order to provide you with a wide range of services, we may collect personal details appropriate to the service(s) required. We will only ever ask for information that is absolutely necessary and does not constitute an invasion of privacy. 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.

Where we hold your personal information we will:

- Correct it if it is inaccurate
- Stop processing information where we can and if you ask us to
- Keep your information only for a specific amount of time and destroy it in a secure manner when it is no longer needed.

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. You have a right to see the information we hold about you and can request access to your own information under a Subject Access Request. Further details can be found at [https://www.sheffield.gov.uk/familiesprivacynotice](https://www.sheffield.gov.uk/familiesprivacynotice).

In order 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 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.
Additionally, to understand if the Sheffield Building Successful Families Programme has been effective in helping families turn their lives around and whether it is a good use of public money, the Government would like to combine personal data held by local authorities (such as name, date of birth, sex, address, NHS number, NI number, why your family is included in the Programme and what help you have received.) with information routinely collected by Government Departments.

The progress of families who have taken part in the Programme will be compared with those who have not. This will provide information about how effective the Programme has been in about addressing complex issues within families and helping people get ready for work. This information will be used to help improve the Programme and services you may receive in the future.

Personal data is handled securely and once it has been matched with the data collected by government departments, the details are removed completely. This means it will be impossible for anyone to identify you from any published reports because information will be anonymous. The data can only be used for studying how well the Programme is working. Your personal data will be destroyed at the end of the research.

All data will be transferred, handled and stored in accordance with the Data Protection Act 1998. Legally binding agreements are in place between Sheffield City Council and the Department of Communities and Local Government (DCLG), to ensure that all parties comply with the strict rules on handling, transferring, storing and destroying the data under the Data Protection Act 1998.

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

This Privacy Notice was last reviewed October 2016.