

Privacy Notice – Group work

To ensure that we are able to offer you the most appropriate service, 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 be unable 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
- anonymously to contribute to evaluations of the group work provided

During our group work 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. We will only do this with your consent.

Who will we share your information with

We may share your data within the Local Authority 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 you.

What are your rights

You have rights under the General Data Protection Regulation (GDPR). 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