

# Kirklees Domestic Abuse Specialist Service (KDASS) Privacy Notice

KDASS is committed to protecting your privacy and being transparent about how we process your personal information. This document describes what data we collect, why we collect it, how we use it, how we keep it secure, and the conditions under which we share it. It also outlines your rights under the General Data Protection Regulation 2016 and the Data Protection Act 2018. In this notice, the term 'we' means KDASS and our Delivery Partner.

## What is KDASS?

KDASS is a social enterprise of three Domestic Abuse specialist services, led by Kirklees Better Outcomes Partnership Ltd, which aims to empower individuals experiencing abuse and reduce their risk of harm. It has been funded by Kirklees Metropolitan Council and commissioned by Department of Community Safety.

## Who are we?

The programme is managed by Kirklees Better Outcomes Partnership (ICO reference: ZA538821), on behalf of Kirklees Metropolitan Council, and is delivered in conjunction with the following partners:

- Pennine Domestic Abuse Partnership [www.pdap.co.uk](http://www.pdap.co.uk)
- Kirklees Rape and Sexual Assault Centre [www.kcrasac.co.uk](http://www.kcrasac.co.uk)
- WomenCentre [www.womencentre.org.uk](http://www.womencentre.org.uk)

For the purposes of the applicable Data Protection Legislation, Kirklees Better Outcomes Partnership and its delivery partners are Independent Controller.

## What information will we collect about you?

The information we collect and hold about you includes:

- Personal details such as your name, address, date of birth and contact details
- Physical and mental health conditions
- Information relating to dependents and people who live with you
- If you provide it, socio-demographic information such as your ethnicity, gender, religion, employment and accommodation details.

We will collect information about your participation in activities within the programme. We may also collect data on your feelings and challenges to help us shape the programme and activities to meet your needs. This information is collected directly from yourself and in some cases from other third parties you may engage with whilst on the programme.

## What will we do with your information?

We collect and use your information in order to provide you with the best possible support whilst on the programme, as well as to meet the requirements of our contracts and other legal obligations. Key reasons for processing your information include:

- To ensure you are eligible to receive support from the service
- To maintain contact with you
- To allow us to track your engagement with the service and monitor progress - we will review your data at different times during your engagement with the service so that we can see what difference it is making to you.
- To allow us to provide a person-centred service that is relevant to you
- The information collected from you in the programme will be used to assess the effectiveness and impact of our programme as a legitimate interest. This is because we want to make sure we are making a difference and helping you, as well as continuing to improve the overall quality of our services.
- We will use the information to track your engagement with the service for research, monitoring and evaluation purposes. Sometimes we will do this by aggregating and anonymising the data, which means that no one can identify you. On occasion we may ask you to take part in a new piece of research and provide additional information or share your information with a third party for the purpose of research, this will only ever be done with your knowledge and consent.

## Who will see the information and what information will be collected by them?

We need to share the information with some trusted partners in order that the service meets your needs. Information may be shared with, and collected by, the following organisations who are involved in the service, in order that they can deliver their services and to provide monitoring, evaluation, and statistical support. Further information is provided within the table on the next page.

We will not release the data to anyone who is not authorised to receive it, nor for any commercial use. Any data shared for research, monitoring and evaluation purposes will be anonymised meaning non personal or identifiable details will be included in the information shared. KDASS is part of a Women's Aid collaboration called [On Track](#). On Track uses anonymised data to strengthen domestic abuse services and improve outcomes for survivors.

Sometimes we may need to share your data with other trusted people, we will only do this if it is absolutely necessary. Examples of trusted people we may need to share your data with are health workers, social workers/social services, for registration at local activities groups (sports clubs etc.) or the police. If you tell us something that makes us think you are in danger, we will have to tell the relevant authorities. When we do this, it is because we have to follow the law.

We do not transfer your personal information outside the European Economic Area.

Organisation	Organisations Role	What information is collected and shared?	What is it used for?	Primary Legal basis for processing
<b>Kirklees Better Outcomes Partnership – provider of Kirklees Domestic Abuse Specialist Service</b> (Independent Controller)	Manage the performance of the programme.	Referral information e.g. contact details collected from you or a third party that may have referred you to the service, along you're your full case file (See-What information we collect about you).	This information is shared with our Specialist Services so that they can contact you. We have access to all participant records so we can help manage the programme.	<b>Article 6(1)(a)</b> Consent (for self-referral information)  <b>Art 6(1)(f)</b> – Legitimate interests pursued by the Controller (general information)  <b>Art 6(1)(e)</b> Public task carried/ exercise of official authority vested in the controller (DRAMM/ MARAC data).
<b>Bridges Outcomes Partnerships</b> (Processor)	Provide IT, Quality Assurance, HR and other Evaluation services to KDASS.	Full data set may be accessed by nominated individuals.	Nominated BOP staff will have access to the full Participant data set to provide IT, management support and quality assurance services.	<b>Art 6(1)(f)</b> – Legitimate interests pursued by the Controller.
<b>Partners (Pennine Domestic Abuse Partnership (PDAP), WomenCentre and Kirklees Rape and Sexual Assault Centre (KRASAC)</b> (Independent Controllers)	Provide Domestic Abuse support and advocacy to people referred to them through their Outreach service.	Referral information e.g. contact details is collected from you or a third party that may have referred you to the programme, along with any information you provide whilst on the programme (See-What information we collect about you).	This information will be used to enable the organisation to deliver a service that is person centred and tailored to the individuals support areas.	To be determined by each Controller, however most likely to be:  <b>Article 6(1)(a)</b> the data subject has given consent to the processing.  <b>Art 6(1)(e)</b> – see above.
<b>Kirklees Metropolitan Council</b> (Independent Controllers)	Fund and evaluate the programme.	We share aggregate performance data provided in reporting and survey results, and programme testimonials. Individual data may be shared with Statutory Services, MARAC & DRAMM as applicable.	Data is shared for financial audit, performance management and evaluation purposes.	<b>Art 6(1)(e)</b> - 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.

<b>Oasis</b> (Processor)	Provide the IT system (Oasis) in which your records are captured.	All of the information you provide to us will be stored in the Oasis case management system.	Access to your data by their employees will only be to support or maintain the service.	<b>Art 6(1)(f)</b> – processing is necessary for the purposes of the legitimate interests pursued by the Controller.
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## Keeping your information safe

We are committed to protecting the security of the personal information which we collect about you. In support of this commitment, we have implemented a range of technical, physical, and organisational controls to ensure an appropriate level of security in place over your data. For example, we make sure that our delivery partners have adequate security in place to protect your data and we put contracts in place with our partners to ensure that the data is used appropriately and where it is transferred outside the UK that it will be looked after. We require all staff to complete mandatory data protection and information security and we limit access to your personal data to those who have a genuine business need to know it.

## How long will we keep your personal information?

We will only retain information for as long as contractually and legally necessary. Once we are no longer required to keep your information, it will be securely destroyed, in accordance with destruction guidelines. The following table provides you with summary information on how long we may keep your information:

Type of Information	Length of time
Information relating to adults	Information will be retained for 6 years following the end of the services provided to you. Under certain circumstances, when support is provided for legal and Police processes, information will be retained for a further 4 years.
Information relating to children	Information will be retained for 6 year as standard and up to the age of 25 where we are aware of children services involvement.
Information relating to fraud or any legal complaints you have made against us	For as long as we reasonably consider that you might legally bring an additional or repeat claim against us or to meet other statutory obligations.
Financial information relating to payments we have made to you whilst on the programme	Six years following the end of the tax year.
Statistical and anonymised data that has come from your personal information.	This data would not be considered personal information and will be kept as long as is necessary to support this and similar programmes across the UK.

## Consent

Where we need your agreement to process your information, for example, to pass your contact details to someone offering a specific service, we will ask for your consent, and will

clearly state why your information is needed and who we will share your information with. If you agree to your information being shared, we will record your consent on your record. We will regularly review consent to make sure that the relationships, and purposes for processing, have not changed.

## Right to Withdraw Consent

Where you have provided consent for us to share your information with a specific organisation or individual, you have the right to withdraw your consent at any time. Should you wish to withdraw your consent, please tell a member of staff, or, send a written request to the Data Protection Officer who will process your request.

## Your rights

The GDPR and Data Protection Act 2018 grants you certain rights regarding your personal information and the way in which it is processed. This gives you more control over what organisations are doing with your information. These include the right to:

- be informed of why and how we process your data.
- request a copy of the information we hold on you.
- have any incorrect information updated and put right.
- deletion of information, once we have no legal right to hold it.
- restrict processing in certain circumstances.
- object to unwarranted processing.
- ask us to transfer your personal information to another organisation.
- object to any automated decision-making including profiling.

For further information about your rights please consult <https://ico.org.uk/for-the-public/>

## Contact Us

For more information or if you have any queries, complaints or wish to exercise your rights, please contact:

KDASS	<a href="mailto:dpo@bridgesoutcomespartnerships.org">dpo@bridgesoutcomespartnerships.org</a>
Pennine Domestic Abuse Partnership (PDAP)	<a href="mailto:a.eatwell@pdap.co.uk">a.eatwell@pdap.co.uk</a>
Kirklees Rape and Sexual Assault Centre (KRASAC)	<a href="mailto:Heather.Conboy@rasac.co.uk">Heather.Conboy@rasac.co.uk</a>
WomenCentre	<a href="mailto:anna.fry@womencentre.org.uk">anna.fry@womencentre.org.uk</a>

If you raise a query or complaint in relation to your data rights, we will endeavour to respond as soon as possible. Requests for a copy of your information will be responded to within a one-month period. If you are still not satisfied with how Kirklees Domestic Abuse Specialist Service or one of its partners is processing your information, you can write to the Information Commissioner's Office at:

Information Commissioners Office, Wycliffe House. Water Lane, Wilmslow, Cheshire, SK9 5AF

### **Review of this privacy notice**

We review this Privacy Notice to ensure we keep you up to date about what we are doing with your personal information and any changes in processing.

If you require this notice in a different format or you need further information or assistance, please contact the Data Protection Officer via the contact details listed above.