

PRIVACY INFORMATION

Families in Focus

Your Privacy Information.

Please read this in conjunction with the Council's general Privacy Information that can be found here: <http://www.southglos.gov.uk/privacy>

Your Information

This Privacy Information relates to the personal information we have collected from you about you and your family to receive services available to you and your family via the Families in Focus programme (FiF).

FiF is a multi-agency partnership set up to deliver the national Troubled Families Initiative in South Gloucestershire. We want to improve the lives of families with multiple difficulties and also to reduce demand on services by working early and intensively with them. FiF is an approach not a service and our vision is that by 2020 we will be able to show that across the Partnership all services will:

- use data intelligently to plan and shape our work with people
- work with the whole family
- focus on outcomes for families.

To be eligible for Families in Focus each family must meet at least two of the following criteria:

- Parents and children involved in crime and anti-social behaviour
- Children who have not been attending school regularly
- Children who need help
- Adults out of work or at risk of financial exclusion or young people at risk of worklessness
- Families affected by domestic violence and abuse.
- Parents and children with a range of health problems

All our work will aim to address the needs of the family as a whole.

You should be aware that the information we have been provided with in relation to the above programme may include special data about you and your family, such as information relating to:

- racial or ethnic origin
- religious or philosophical beliefs
- health
- sex life or sexual orientation
- criminal record

We have made sure we will use your information according to the UK Data Protection laws by establishing the following conditions:

- GDPR Article 6(1)(c) processing is necessary for compliance with a legal obligation to which the controller is subject (see Applicable Legislation below),
- GDPR Article 6(1)(e) 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
- Additional condition for processing special category data under GDPR Article 9(2) processing is necessary for reasons of substantial public interest
- The DPA 2017 will provide a lawful basis to process criminal offence data (as required by GDPR Article 10)

Relevant Legislation:

- Children's Act 1989 Part 3
- Crime and Disorder Act 1998 Sections 115&17
- Criminal Justice Act 2003 Section 325
- Welfare Reform Act 2012 Section 131 & 134
- Localism Act 2011 Section 1
- Sure start Children's Centre Statutory Guidance April 2013
- 'Troubled Families' programme (known as 'Families in Focus')

The FiF programme will collect the personal data under the public task basis (to fulfil their functions, in this case deliver services to troubled families) and agree to share this data with MHCLG under the public task basis (to fulfil our functions as a Government Department, in this case to improve services for troubled families).

For more information about Families in Focus, or how to identify support for a family that you feel may need help with two or more of the above issues, please contact the Access and Response Team (ART) on 01454 866000.

How we'll use your information

We'll use your information to provide the above service you have requested whilst complying with the established lawful conditions.

Who we can share your information with

In order to provide the services you require and are eligible for we will share your information appropriately with the following partners who support and contribute to Families in Focus programme:

- Avon and Somerset Police
- Avon and Somerset Probation Service
- Avon Fire and Rescue Service
- Avon and Wiltshire Mental Health Partnership NHS Trust (AWP)
- Child and Adolescent Mental Health Services (CAMHS)
- Council for Voluntary Services (CVS), South Gloucestershire
- Job Centre Plus
- Registered social landlords such as Merlin, Knightstone and Curo
- South Gloucestershire Clinical Commissioning Group
- South Gloucestershire Council Public Health and Wellbeing Division.

- Southern Brooks Community Partnership, Chase and Kings Forest Community Project, and a range of other voluntary sector partners

We may also share your information with others outside of the Council e.g. regulators and other public organisations for the detection and prevention of crime.

How long we'll keep your information

We'll keep your information for as long as you have a relationship with us. Specific information relating to this service will be retained according to the relevant record retention schedule which can be found [here](#). We may retain anonymised information about the service we provided to help us improve our services in the future.

Transferring your information overseas

Your information is not transferred and stored in countries outside the UK or the European Economic Area (EEA) for the provision of this service.

Your rights

You have a number of rights relating to your information e.g. to see what we hold about you, to ask us to share it with another party, ask us to update incorrect or incomplete details, to object to or restrict processing of it or to make a complaint about how we are handling it.

If you have any worries or questions about how your personal information is handled please contact our Data Protection Officer at DPO@southglos.gov.uk or write to us at Data Protection Officer, PO Box 1953, The Council Offices, Badminton Road, Bristol, BS37 0DB and we will be pleased to help you.

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) via their [contact page](#) or call them on 0303 123 1113.

Connecting Care

Connecting Care is a local electronic record that allows health and social care professionals directly involved in your care, to share a summary of your medical record. Your Connecting Care record will help those caring for you to manage your care better, and allow information to be shared quickly and safely. If you require further information about Connecting Care please contact the Patient Advice and Liaison Service (PALS) on 0800 073 0907, or visit [Connecting Care on the CCG website](#).

Only authorised staff in settings across Bristol, South Gloucestershire and North Somerset can access your record. It does not contain information about discussions you have had with your GP, or any information on sensitive subjects such as sexual health.