

Community Safety Services Privacy Notice

Date and version

8 November 2019



Oldham
Council

What this privacy notice is for

Our core data protection obligations and commitments are set out in the council's primary privacy notice at www.oldham.gov.uk/dataprotection

This notice provides additional privacy information for:

- Users of, and individuals referred into Community Safety Services and organisations making referrals to the service

Updating our privacy notices

We may update or revise our privacy notices at any time so please refer to the version published on our website for the most up to date details

What we use your information for

We collect your personal information for the following purpose(s):

- Enable us to refer individuals to the most appropriate service to meet their needs
- Enable us to make informed decisions on appropriate and proportionate actions to be taken
- To enable us to measure whether services are effective in meeting these needs

What categories of personal information we use

Personal information can be anything that identifies and relates to a living person. This can include information that when linked with other information, allows a person to be uniquely identified. For example, this could be your name and contact details.

The law treats some types of personal information as 'special' because the information requires more protection due to its sensitivity. This information consists of:

- Racial or ethnic origin
- Sexuality and sexual life
- Religious or philosophical beliefs
- Trade union membership
- Political opinions
- Genetic and bio-metric data
- Physical or mental health
- Criminal convictions and offences

In order to carry out these purposes we collect and obtain the following personal information.

Category of personal data	Special/ Sensitive
Name, gender and date of birth	
Address and telephone number	
Ethnicity and language spoken	Yes
Reason for referral (e.g. relating to financial and social circumstances, lifestyle (including sexuality and religious or philosophical beliefs if appropriate) and behaviour, criminal	Yes

convictions and offences, physical and mental health)	
Involvement with other services	Yes

Legal basis for processing

The remit of Community Safety Services is to investigate and respond to reports of anti-social behaviour and criminality within our communities. If you contact Community Safety Services for assistance, or through a third party (e.g. your local Councillor) then we will agree a course of action with you which will include how we process the information you have provided, including your personal information. This would normally include you giving explicit consent for the information you provide to be processed and shared. The legal basis for processing and or sharing your personal information is therefore that you have consented for us to do so.

Information may also be shared without your consent if it is necessary to protect individuals from harm, or because a serious crime has, or may be, committed. Various pieces of legislation set out the circumstances in which organisations are permitted, or required, to do this. These include, for example, the Crime and Disorder Act 1998, the Data Protection Act 2018, the Children Acts 1989 and 2004 and the Care Act 2014.

If you have been referred to the Service or identified through an investigation, then we may contact you to offer an intervention or a referral for support. This would normally include you giving explicit consent for the information you provide to be processed and shared. The legal basis for processing and or sharing your personal information is therefore that you have consented for us to do so.

Information may also be shared without your consent if it is necessary to protect individuals from harm, or because a serious crime has, or may be, committed. Various pieces of legislation set out the circumstances in which organisations are permitted, or required, to do this. These include, for example, the Crime and Disorder Act 1998, the Data Protection Act 2018, the Children Acts 1989 and 2004 and the Care Act 2014.

NOTE: If you fail to provide relevant information when requested, we may not be able to allocate you to an appropriate service to meet your needs.

Information sharing/recipients

We may share personal information about you with the following organisations/types of organisations:

- Organisations or Council teams delivering anti-social behaviour and crime prevention interventions so that they can provide these services
- Children's or Adult's Social Services, Greater Manchester Police, Housing Providers, Health Services, the Crown Prosecution Service, Probation Services, Youth Justice Services, Drug and Alcohol Services, Education Providers, Transport Providers and other relevant organisations

As well as information collected directly from you, we also obtain or receive information from:

- Organisations or Council teams delivering anti-social behaviour and crime prevention interventions
- Organisations you have been involved or in contact with, or which have delivered public services to you and family members, in order to help us understand your needs, what support has previously been provided and to inform decision making on appropriate courses of action. (e.g. Children's or Adult's Social Services, Greater Manchester Police, Housing Providers, Health Services, the Crown Prosecution Service, Probation Services, Youth Justice Services, Drug and Alcohol Services, Education Providers, Transport Providers and other relevant organisations)

Data Transfers beyond European Economic Area

We do not transfer any of your personal information outside the European Economic Area ('EEA').

Automated Decisions

All the decisions we make about you involve human intervention.

How long we keep your data

Information will be kept for six years from when you stop working with the Service or until you withdraw your consent. If you wish to withdraw consent please contact Community Safety Services on tel: 0161 770 1573 or e-mail: css.admin@oldham.gov.uk

If you are subject to legal action then your information will be kept for six years, or until the expiry of any legal Order, whichever is the longer period.

Where can I get advice

More information on how to seek advice in order to exercise your rights, raise a concern or complain about the handling of your personal information by the council can be found in the council's privacy notice which can be found at www.oldham.gov.uk/dataprotection.