**Privacy Notice – Troubled Families Initiative**

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Sandwell Children’s Trust supports the Government’s ‘Troubled Families’ initiative for families with complex needs. This aims to support families and will encourage them to play a stable role in their own communities.

The Trust will be identifying those families with the most pressing and complex needs. This will involve some sharing of information between Trust departments and with other organisations (such as Sandwell MBC, housing, health, education, employment, and criminal justice partners). All data will be transferred, handled and stored in accordance with the Data Protection Act 2018 for the purpose of identifying those families who meet the initiative’s criteria and most need this support. It will be done to ensure that services are better coordinated and focused for those families.

In order to identify families and understand the difference we are making, we will be sharing personal records that relate to you. This might include (but not limited to) records relating to social care, involvement with the police, courts and probation, aspects relating to your employment, anti-social behaviour, violence in the home, alcohol and substance misuse, educational attendance and behaviour, vulnerable children and health issues.

**We are required, by the Secretary of State (under Task in the Public Interest), to share information with Ministry of Housing, Communities and Local Government (MHCLG) who will use your personal information – name, date of birth, gender, address, National Insurance number (if known).**

**Please note that any information you provide will not be used to make any decisions about what benefits you get, or services you use, now, or in the future**.

The personal data of individuals and families provided to the MHCLG will be linked with information from other organisations such as the NHS (including Public Health England), the Health and Social Care Information Centre (HSCIC), Department of Work and Pensions, West Midlands Police, the Ministry of Justice, the Probation Services, Schools and the Youth Offending Team. The data includes both those families eligible but yet to be worked with and those who have been worked with as part of the programme.

The data is being shared with the Office of National Statistics (ONS) who have been commissioned by the MHCLG to carry out research, National Evaluation of the Troubled Families Programme, on the impact of the Troubled Families Programme. **No individuals will be identifiable in any published research information.**

**What’s the purpose of this study?**

The Ministry of Housing, Communities and Local Government (MHCLG) is responsible for supporting families and improving services they receive from local authorities. By carrying out this research, MHCLG aims to find out:

* How well services for families with multiple problems are working across England
* How those families use public services and what benefits they get
* The costs of providing services to families with multiple problems

**What will happen to the information provided?**

MHCLG would like to use your personal information to gather information held by other government agencies. This information will only be used for research and will be anonymised so the researchers will not know whose data they have.

This information will be provided by the Trust to Office for National Statistics (ONS). They will keep your data secure.

Your personal information (name, date of birth, gender, last known address) and some information provided by the local authority will be linked to information held by other government departments:

* Department for Work and Pensions (DWP) – to see what benefits you have received and whether you have been employed
* Ministry of Justice (MOJ) – to see what contact you may have had with the criminal justice system
* Department for Education (DfE) – to see when your child has been in school, how well they are doing at each Key Stage and whether they are a Child in Need.

**MoJ, DWP and DfE will not keep your name on file for longer than a month and will not keep records showing you were part of this research.**

The information gathered from the Trust will be linked with the information on your benefits, your child’s information and any contact you or your children have had with the criminal justice system.

All information collected about you will be kept **strictly confidential**. Your name, date of birth, gender, address and National Insurance number will be kept separately from all the other information in a secure, password-protected document on a computer system. You will be assigned a unique reference number, so that even though a researcher will see all your information, they will not be able to identify you.

**For how long will my information be kept?**

All personal information held by ONS **for this research** will be securely destroyed by December 2022. The personal information held by DWP, MoJ and DfE for this research will be securely destroyed after a month and they will not keep records showing you were part of this research. All data use is strictly within the terms of data protection legislation.

To legally share data for this research, local authorities and MHCLG will use the Digital Economy Act 2017. The collection of personal information by MHCLG for this project is compliant with data protection legislation and processing of personal data is for the following reasons. MHCLG will rely on the following reasons for processing personal data and additional special category data below:

* The legal basis for using your personal data is a public task in the public interest (*Article 6 E)*
* The legal basis for using your special personal data is substantial public interest (Article 9(2))
* The legal basis for processing criminal offence data is the DPA 2018

All data will be transferred, handled and stored in accordance with the Data Protection Act 2018. Legally binding agreements are in place between Sandwell Metropolitan Borough Council, Sandwell Children’s Trust, Ministry of Housing, Communities and Local Government ([MHCLG](https://www.gov.uk/government/organisations/department-for-communities-and-local-government)), and the research organisation ([ONS](http://www.ons.gov.uk/ons/index.html)), and agreements are in place between Government Departments, to ensure that all parties comply with the strict rules on handling, transferring, storing and destroying the data under the Data Protection Act 2018.

Prior to sharing information for Government evaluation and research, data agreements will be in place to ensure that:

* The data can only be used for carrying out research
* The linked information is anonymised prior to being shared with the Department for Communities and Local Government
* It will be impossible for any person or family to be identified from any published reports
* The linked personal information will not be shared with or made available to the local authority or any other public agency
* All information is transferred, handled and stored in accordance with the Data Protection Act 2018
* Appropriate measures are in place to prevent unauthorised use of information
* The information is securely destroyed after seven years from the point it ceases to be active (e.g. seven years after the service ends)

[Further information on the national ‘Troubled Families’ initiative can be found on the GOV.UK Website](https://www.gov.uk/government/policies/helping-troubled-families-turn-their-lives-around)

For further information on the Troubled Families initiative at this Trust, contact:

**Stephen Tedcastle, Programme Manager, Sandwell Children’s Trust, Wellman Building, Dudley Road, Oldbury, B69 3DL**

Email: [ecaf\_queries@sandwell.gov.uk](mailto:ecaf_queries@sandwell.gov.uk)

Tel: 0121 569 8102

**Further information**

If you require further information regarding how we handle your personal data or have any query, please contact the Trust in the following ways:

In writing **Data Protection Officer, Wellman Building, Dudley Road, Oldbury, B69 3DL.**

Email [gdpr\_queries@sandwellchildrenstrust.org](mailto:gdpr_queries@sandwellchildrenstrust.org)

If you are not satisfied with the way data has been processed you raise this with the information Commissioners Office in the following ways:

In writing **Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF**

Online form<https://ico.org.uk/concerns/handling/>

Phone number **0303 123 1113**