

# Privacy Notice (How we use your information)

## Employment Kirklees

Employment Kirklees is an employment support programme funded by the West Yorkshire Combined Authority and delivered on behalf of Kirklees Council by C+K Careers Ltd and Paddock Community Trust.

It is aimed at unemployed, employed, and underemployed Kirklees residents who are looking for work, at risk of redundancy, working in vulnerable sectors, seeking support to reskill/upskill or looking to build a foundation of a long-term career and sustainable employment. A dedicated key worker will provide you with employment support (online or face to face) from helping you build a CV to searching for a job identifying suitable training and skills development courses and undertaking mock interviews with you.

### **The categories of information that we collect, process, hold and share include:**

- Full name
- Contact details
- Education and employment history
- Financial information - such as income from benefits and debts owed, to assist you with breaking down financial barriers on your journey into work or education
- Health difficulties or disabilities to make sure we offer you the right support
- Family circumstances – such as who you live with and their employment status
- Your emergency contact details
- Ethnicity
- Race
- Gender
- Housing information - such as homeless or at risk of homelessness
- Criminal proceedings, outcomes and sentences

## Why we collect and hold this information.

We use participant data on programmes to:

- Ensure you are eligible for the service.
- Work with you to assess your employment support needs and how they can best be met.
- Support you into finding the right employment support opportunities for you.
- Deal with funding claims
- Maintain accounts and records.
- Process applications.
- Co-ordinate and deliver services for participants in Kirklees.
- Evaluate and assess the quality of our services to improve our performance.
- Derive statistics which inform decisions about future delivery of services.

## The lawful basis on which we use this information.

Under Article 6 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

### **6(1)(e) We need it to perform a public task.**

These legal bases are underpinned by acts of legislation that dictate what actions can and should be taken by local authorities. This includes, but may not be limited to:

- Localism Act 2011
- Local Government Act 1972
- **Local Government Act 2000**

In order to do this work, we also need to collect some special category data. This is personal data that needs more protection because it is sensitive. Under Article 9 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing special category information are:

### **9(2)(b) Employment, social security and social protection (if authorised by law)**

Where we need to process criminal offence data, Kirklees Council will meet the conditions in the UK GDPR (Article 10), and the Data Protection Act 2018 (Paragraph 1 of Part 1 of Schedule 1).



## How we store your personal information

Your information is safely stored at Kirklees Council offices and our Delivery Partner offices in either secure storage and / or secure electronic drives. Once the overall programme has finished our delivery partners will transfer all manual records to the Council for secure storage at Council archives and any electronic records held by our delivery partners will be deleted.

Kirklees Council will ensure that all documents relating to the Project and its implementation and financing are retained for a two-year period following the submission of the accounts in which the final expenditure of the Completed Projects is included.

The completion date of the programme is 31<sup>st</sup> December 2025, documents will be held until 31 December 2031.

If you have any further queries about the retention period, please contact us at [employmentandskills@kirklees.gov.uk](mailto:employmentandskills@kirklees.gov.uk)

## Who we may share your information with

We may sometimes share the information we have collected about you where it is necessary, lawful and fair to do so. In each case we will only share the minimum amount of information, only when required, for the following reasons:

- To safeguard vulnerable children, young people and adults
- To provide and signpost you to other services for additional support or further learning
- To manage local authority performance
- To administer and allocate funding
- To identify and encourage good practice
- To meet our funding obligations / reporting requirements.

We may share this information with:

- Potential employers – So that you can apply for vacancies or opportunities
- Our partner organisations – such as Kirklees Local Integrated Partnerships, In2Care, REAL Employment, Local Welfare Provision, Kirklees Homes and Neighbours – If they are offering support that you may need.
- Housing organisations – If you need help with housing
- Training providers – When you need to be referred
- External organisations – Only when we have identified support that you need from them
- Organisations providing funding - To show that you are eligible for the support
- Charitable organisations – so that they can support you with charity grant applications
- Other internal Council departments
- Other services within Kirklees Council



## Employment & Skills

- National government department e.g. Department for Work and Pensions
- Individuals with legal right of access
- Other partners such as health and the police

Other partners, including Council services, involved in the delivery of the programme. We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

## Your data protection rights

Under data protection law, you have a number of rights, including the right to have your records rectified and the right to ask for access to all the information the Council holds about you. These rights are listed in more detail on [Kirklees Council's data protection rights page](#).

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [Data.protection@kirklees.gov.uk](mailto:Data.protection@kirklees.gov.uk) if you wish to make a request.

## Further information

If you would like further information about how we manage your data, please see the [Kirklees Council privacy notice](#).

If you would like further information about this privacy notice, please contact: [Employment & Skills Service](#) [employmentandskills@Kirklees.gov.uk](mailto:employmentandskills@Kirklees.gov.uk) (01484 221000)

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at [DPO@kirklees.gov.uk](mailto:DPO@kirklees.gov.uk) or by ringing 01484 221000.

You can also complain to the ICO if you are unhappy with how we have used your data. You can contact the ICO via the ['Contact us' page on their website](#), or by ringing 0303 123 1113.