

Privacy Notice (How we use your information)

Kirklees Apprenticeships for All

Kirklees Apprenticeships for All is funded by the European Social Fund, supporting employers in the Kirklees area to identify employees to participate in apprenticeships to upskill and to use their respective apprenticeship levy or levy transfer funding to best effect for the workforce.

Apprenticeships for All is delivered by Kirklees Council and has received match funding from the following organisations: Kirklees Council, Kirklees College, Kirklees Active Leisure, University of Huddersfield, Thornton & Ross Ltd and Connect Housing Association

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

- Personal information - title, first name(s), surname, address, postcode, email address, age, date of birth, right to work in United Kingdom, telephone no, if you live in a single adult household, if you have dependent children, if you live in a jobless household, your highest level qualification, if you have a basic skills need
- Special Category data - gender, ethnicity origin, disability
- Details of your progression which could include but not limited to employment, further learning/education and volunteering
- Details from the Learner Record Service of your education history
- Details from Educational Assessment Software

Why we collect and hold this information

We use this personal data in order to:

- Enable us to carry out specific functions for which we are responsible
- Provide the most effective support that we can
- Understand all the problems affecting participants
- Target help and support to those who need it most
- Evaluate performance and to set targets for programmes
- Deliver services to data subjects and manage a central database on behalf of the Council and other project delivery partners
- Derive anonymised statistics which inform decisions and evaluate the effectiveness of the support provided
- Assess performance and to set targets for programmes

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:

- **Local Government Act Extract 2** Promotion of well-being
<https://www.legislation.gov.uk/ukpga/2000/22>

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)

9(2)(g) Reasons of substantial public interest (with a basis in law)

How we store your personal information

Your information is safely stored on Kirklees Council's secure network drives

As per funding requirements, we keep personal information until the ESF programme is complete. This will be reviewed, however it is anticipated to be at the earliest, the 31st December 2033 to comply with ESF funding regulations. We will then dispose your information by deleting all information saved on our drives.

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 underpin funding;
- To assess programme performance;
- To evaluate government funded programmes;
- To provide bespoke support;
- To ensure best use of public funding;

We may share this information with:

- Other services within Kirklees Council;
- Project Delivery Partners;
- DWP;
- Other procured delivery partners;
- Support services who may be able to help you further

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: [General Data Protection Regulation \(GDPR\) | Kirklees Council](#)

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 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: apprenticeshipsforall@kirklees.gov.uk

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 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.