

Privacy Notice (How we use your information)

Kirklees Digital Hubs Loan Scheme

Kirklees Council's is committed to supporting participants into further education, employment, and training or volunteering.

The Digital Loan Scheme loans a Chromebook and/or data to a resident for a defined period to enable the resident to search, apply and interview for jobs online, to access and participate in online employment related sessions and support, to access appropriate online learning opportunities, and to increase their digital skills and digital and social inclusion.

The Chromebooks are fitted with software for content filtering purposes, prevent and safeguarding monitoring, device usage monitoring.

The Loan will be secured through a Loan Agreement and provision of suitable ID documentation.

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

In order to loan you the equipment we will collect and hold information about you. This will include:

- Personal information; full name, address and post code, e-mail address, telephone number
- Other information; to secure the loan you will be required to sign the loan agreement and to provide ID documentation for validation purpose. ID documentation will be viewed when the loan is signed for but not retained.

During the Loan Period we will collect other information about you to provide you with appropriate support and training and to understand usage. This will include:

- Your self-assessed level of confidence and progress in a range of digital tasks and activity
- The categories of content you have accessed (e.g. employment related content, shopping, learning). This will be anonymised.

Why we collect and hold this information

We use this personal data in order to:

- Provide you with the loan of a Chromebook and/or data;
- Provide you with the support you need to use the equipment;
- Enable us to carry out specific functions for which we are responsible;
- Ensure that the equipment remains within Kirklees Council control and can be tracked for return;
- Assess the quality of our services;
- Evaluate and improve the loan scheme;

- Derive statistics which inform decisions about future delivery of services.

The lawful basis on which we use this information

We collect and process information about you under **Article 6 (1) (b) Contract**; the processing is necessary for a contract you have with us, and because we have asked you to take specific steps before entering into a contract, in the form of the loan agreement.

Storing this information

We will hold the information about you securely, and for no longer than reasonably necessary. We will hold it for 6 years from the end of the financial year in which you are in receipt of the loan equipment. This is in order to comply with financial regulations.

Who we share this information with

We routinely share this information with:

- Kirklees Council IT department
- Relevant Employment and Skills Delivery Partner organisations, from whom you are receiving employment and/or skills support
- We may share your information with local agencies to fulfil our legal requirements under law.

Why we share this information

We share information with Kirklees Council IT team to ensure the safety of recipients, to monitor the effectiveness of the Loan scheme and to ensure loan equipment is returned at the end of the loan period.

We share information with relevant Employment and Skills Delivery Partner organisations, from whom you are receiving employment and/or skills support. This is so you can be provided with ongoing support to use the device and to help you to improve your digital skills.

We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

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:

Kirklees Digital Hubs

digitalhubs@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 or by ringing 01484 221000.