

Privacy Notice (How we use your information)

CMF Welcome to Kirklees

Welcome to Kirklees provides support to people with low levels of English to help them improve their language skills, access services and get more involved in the community. It also supports residents to train as volunteer tutors in order to help deliver the programme.

The Welcome to Kirklees programme is funded by the Ministry of Housing, Communities and Local Government through their Controlling Migration Fund and overall delivery is managed by Kirklees Council.

The organisations delivering the Welcome to Kirklees programme

Paddock Community Trust
Ravensthorpe Community Centre Limited
Kirklees College

There is a data sharing agreement in place between Kirklees Council and the organisations listed above, ensuring all data is securely transferred, handled, stored and destroyed.

In addition we may share your information with:

The Ministry of Housing, Communities and Local Government

With your agreement we may work with and therefore share your data with other organisations to support you, this will be dependent upon your individual requirements.

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

If you are a learner participating on the programme we will collect

- Personal information: First name, surname, address, post code, telephone number, date of birth, age, email address, employment status, date of arrival in the UK, highest education qualification level, benefit status, learning needs or special requirements,
- Special characteristics: Gender, faith, ethnicity, country of birth, first language, disability / health / learning difficulties
- Attendance information
- Assessment information, including levels of speaking, reading and writing English

If you are a volunteer on the programme we will collect

- Personal information, (First name, surname, address, post code, telephone number, date of birth, age, email address, highest education qualification level, ICT skills level, ESOL level, training course details, special requirements, teaching experience, current volunteering details)
- Special characteristics, (gender, nationality, country of birth, first language)
- Attendance information
- Assessment information

Why we collect and hold this information

We use participant data on programmes 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
- Co-ordinate and deliver services for participants in Kirklees
- 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

We collect and use this information under **Article 6: 1(e)** processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

Article 9: 2(b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

Kirklees Council has duties placed under the Local Government Act. Further detail can be found at the **Local Government Act Extract 2** Promotion of well-being.

<https://www.legislation.gov.uk/ukpga/2000/22>

Storing this information

Kirklees Council holds your personal information in a secure environment. We hold participant data for a minimum of 6 years from the end of the financial year in which the programme ends. However, the Council may be required to hold your information for longer due to funding requirements. Where this is the case, this will be detailed in the programme specific privacy notice.

Who we share this information with

We routinely share participant information with:

- Funding bodies
- Local agencies
- Training Providers.

Further information can be found in the programme specific privacy notices

<http://www.kirklees.gov.uk/beta/information-and-data/how-we-use-your-data.aspx>

Any data shared will be transferred, handled, stored and securely destroyed after the completion of the programme in accordance with GDPR.

Why we share this information

We share participant data with funding bodies as this forms part of our legal requirement. This data sharing underpins funding, educational attainment policy and monitoring and enables them to produce statistics, assess our performance, evaluate government funded programmes, make accurate grant payments and ensure the best use of public funding. We may share your information with local agencies to fulfil our legal requirements under law. We may also share your information with our delivery partners, where you are accessing the programme, in order to ensure that you receive the right level of support.

Further information

If you would like further information about how we manage your data specifically for the programme you are engaged on, please see the privacy notice Kirklees Council at

<http://www.kirklees.gov.uk/beta/information-and-data/how-we-use-your-data.aspx>

If you would like further information about this privacy notice, please contact:

Employment and Skills Team

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 or by ringing 01484 221000.