

## **Privacy Notice (How we use your information)**

### **Here for You**

This Privacy Notice provides detail on how your information may be shared through the Here for You programme. Here for You is a DWP funded programme targeting those most removed from the labour market by providing support to help them become more independent and lead stable lives.

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

- Personal information (such as title, name, date of birth, national insurance number, address and postcode)
- Attendance information

### **Why we collect and hold this information**

We use this personal data in order to:

- Provide you with the Here for You service;
- Provide you with the support you need;
- Assess the quality of our services;
- Evaluate and improve our performance;

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

Article 6 (a) Consent forms the legal basis for collecting and processing information.

### **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 the project ends. This is in order to comply with financial regulations.

### **Who we share this information with**

We routinely share this information with:

- Third Sector Leaders and their Delivery Partners
- National government department e.g. Department for Work and Pensions

### **Why we share this information**

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



## Further information

If you would like further information about how we manage your data, please see the privacy notice for Kirklees Council at [www.kirklees.gov.uk/privacy](http://www.kirklees.gov.uk/privacy)

If you would like further information about this privacy notice, please contact [hereforyou@kirklees.org.uk](mailto:hereforyou@kirklees.org.uk) or 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.