

Privacy Notice (How we use your information)

Talk English Participant

Kirklees Council provide Talk English Courses and Activities in the whole of the Kirklees area with its chosen delivery partner Paddock Community Trust. We work in partnership with Manchester City Council to deliver the Talk English service. Manchester City Council is the lead organisation for Talk English, which is funded by the Ministry of Housing, Communities and Local Government.

We and Manchester City Council are 'data controllers' for your personal information – this means that we decide how we use the personal information you provide to us. However, we can only use your personal information if it is lawful to do so, and we must keep your information secure. This privacy notice explains how we use your personal information.

To run the Talk English service, we will collect and use the personal information you provide on the enrolment form. We need to collect the information you provide on this form in order to enrol you on the Talk English course or activity, and to teach you. We are unable to enrol you onto the course without this information. We may use the contact details you give us to contact you about your course.

We also ask for more sensitive information about you. Giving this information is optional - you do not need to tell us this information if you do not want to and we will ask you for explicit consent to collect and use this information. You will still be able to sign up and take part in the Talk English course or activity without this information. We ask for information about any health problems, disabilities or learning difficulties to help us make sure that the way we teach you suits your needs. We also ask you for information about your ethnicity and religious beliefs. We collect this information to understand who is using this service and so we can make sure that the Talk English programme is helping as many people as possible.

We keep paper copies of your enrolment form and screener and record your attendance on course and activity registers. These documents are stored in paper files. We will only keep your personal information for six years.

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

- Personal information - title, first name(s), surname, address, postcode, email address, national insurance number, age, date of birth, right to work in United Kingdom, telephone no, name of any benefits being claimed, 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, how long been out of work, details of your work coach (JCP), previous work history, previous employment support received, DBS disclosure where relevant, if you hold a driving licence
- Special Characteristics - gender, ethnicity origin, disability status.
- Attendance 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

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Storing this information

Kirklees Council holds your personal information in a secure environment. As per the funding requirements for this programme, we are legally obliged to retain your 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.

Who we share this information with

Manchester City Council

In order to help Manchester City Council run the Talk English programme, we share personal information about you and other learners on courses and activities via a secure, online database. This information helps Manchester City Council understand who is using the Talk English service and helps them to make sure that Talk English is helping as many people as possible from different backgrounds.

We will share all of the information you provide on the enrolment form with Manchester City Council, except for any health information you give us and your emergency contact details. We will also record and share information about the course and activities you attend with Manchester City Council.

Ministry of Housing, Communities and Local Government

The Talk English programme is funded by the UK Government. In order to get the money to provide Talk English courses and activities, Manchester City Council must give information about the people using this service to the Ministry of Housing, Communities and Local Government (MHCLG), which is a Government department. This information is used to see the types of people using the Talk English service, to see how it is helping them and see if the service is as good as it can be.

Manchester City Council does this by sharing anonymised learner records and by creating statistics about learners. Anonymised means that your name is not included in the information or statistics shared with MHCLG. This personal information is sent securely to MHCLG officers by encrypted email.

The personal information Manchester City Council provides to MHCLG is:

- Learner ID (this is not your name – it is a number)
- Date of Enrolment
- Gender
- Age
- Marital Status
- Economic status
- Ethnicity
- Faith
- Total no. children
- No. of children under 18
- No. of children under 5
- Postcode (of your home and where the course is taking place)
- Motivation for taking part
- Your starting level of English, and your finishing level when you complete the course
- Starting level of confidence using English, and your finishing level when you complete the course
- Future Plans (start and finish)
- Benefits of taking part

We do not share your personal information with any other parties. However there may be times where we need to share your information where the law requires us to do so. We may need to share information to protect you or someone else in an emergency, to prevent fraud, and to protect public funds.

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.