

This Privacy Notice provides further detail on how your information may be shared through the Step by Step programme. Information on how we use and share your information is contained in the Employment and Skills Privacy Notice, please see the link in the further information section below.

## Step by Step Privacy Notice

Step by Step provides support to help Kirklees residents make positive steps towards securing employment.

## The organisations delivering Step by Step

Kirklees Council  
Paddock Community Trust

Your data will be shared with these organisations. There is a data sharing agreement in place between Kirklees Council and Paddock Community Trust, ensuring all data is securely transferred, handled, stored and destroyed.

## In addition we may share your information with

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.

## Specific Categories of Information we will collect

- Personal information, (title, name, client reference number, address, post code, telephone number, date of birth, age, employment status, length of time unemployed, highest qualification level, benefit status, tenancy details, email address, ESOL needs, volunteering status, training currently attended)
- Special characteristics, (gender, ethnicity, disability/health/learning difficulties)
- Attendance information
- Assessment information

## How we will further use your information

Your information will be used for statistical analysis to ensure the success of current and future programmes. The information will be used with details of others on the programme and you will not be personally identifiable.

## Further information

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

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Further information on Kirklees Council General Privacy notice and the Employment and Skill Privacy Notice can be found at: <http://www.kirklees.gov.uk/privacy>