

Privacy Notice

Why we collect your personal information and how we use it

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.

Who we share your personal 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.

Your rights and getting help

You have the right to ask us to stop using your personal information for the reasons we have listed above. However, as we need to use this information to provide our service and meet our contractual obligation to MHCLG, we may not be able to continue to provide the Talk English service to you. You also have the right to ask us to delete your information, or to ask us to give you a copy of the personal information we hold about you.

If you have any concerns about how your personal information is used, please contact the Data Protection Officer at DPO@kirklees.gov.uk, or by ringing 01484 221000.

You also have the right to complain to the Information Commissioners Office ('ICO') about how your personal information is used. The ICO is a separate organisation to us and regulate how personal information is collected, used and shared.

The ICO can be contacted by calling **0303 123 1113** (local rate) or by e-mailing casework@ico.org.uk. You can also write to the ICO at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

You can also find information about how and why we collect and use your information at www.talk-english.co.uk/privacy

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