

Privacy Notice (How we use your information)

PACE

Participation in the Arts and Creative Economy

The PACE project is designed to respond to Kirklees's 16-25 year olds' employability aspirations with particular focus on those interested in the Arts and Creative economy sector.

PACE will engage eligible participants to increase participation and opportunities in the local arts and creative economy through a range of activities that remove barriers in accessing these sectors amongst young people. These activities cover community engagement, information, advice and guidance provision, skills development and enterprise and employment support. We will provide wraparound mental health and well-being support. These activities will take place across Kirklees.

This project is funded by the UK Government through the UK Community Renewal Fund 2021-22, from the Department for Levelling Up, Housing and Communities, and is delivered by Kirklees and community partners.

The organisations delivering the programme on behalf of the Council:

- Paddock Community Trust
- Proper Job Theatre Company

These organisations may collect and process your personal data for the programme on behalf of the Council.

This project will be evaluated, and therefore the council may be required to share your data including personal details with the council appointed research organisation working on behalf of the PACE Project. The project partners may contact you to ask you about being involved with the research carried out by the research organisation, and to discuss your involvement in the project for research purposes. Participation in research is voluntary and you will have a choice to opt in before taking part in any research activity.

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

In order to provide you with high quality and safe services which are relevant to your needs and determine your eligibility and suitability, the Council and its delivery partners and services will collect and hold information about you. This will include:

- Personal information - title, first name(s), surname, address, postcode, telephone number, email address, age, date of birth, gender, national insurance number, right to

work in the United Kingdom, 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 you have 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 Category Data - ethnic origin, disability status, criminal conviction data
- Attendance information, including whether this attendance is on a 1:1 basis, or a 'one to many' basis, and whether it is face to face, online or mixed, and how many hours of support you have received through attending
- Details of your progression which could include but not be limited to employment, further learning/education and volunteering
- In addition, we will need to undertake identification checks and identification will be requested and retained for duration of programme.

Why we collect and hold this information

We use participant data on programmes to direct you towards the right support and make your time on the programme meaningful. We will use it to

- Make suggestions about which sessions you will benefit from attending
- Make suggestions about qualifications you might find relevant to your career path
- Make suggestions about appropriate work placements and work experience
- Enable us to carry out specific functions for which we are responsible.
- To ensure you are eligible to access the support.
- 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 our programmes
- Derive pseudonymised statistics which inform decisions and evaluate the effectiveness of the support provided and manage a central database in order to fulfil our reporting requirements to the funding body
- Assess performance and to set targets for programmes
- To fulfil our project report obligations which includes sending pseudonymised aggregated data
- To undertake research which includes analysing pseudonymised participant level data
- To inform the referral service (the service who referred you) of your progression/participation

The lawful basis on which we use this information

Under Article 6 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

6(1)(e) We need it to perform a public task.

These legal bases are underpinned by acts of legislation that dictate what actions can and should be taken by local authorities. This includes, but may not be limited to:

- Localism Act 2011
- Local Government Act 1972

In order to do this work, we also need to collect some special category data. This is personal data that needs more protection because it is sensitive. Under Article 9 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing special category information are:

- 9(2)(b) Employment, social security and social protection (if authorised by law)
- 9(2)(g) Substantial public interest

Participation in Research

If asked to participate in any research activity with the council appointed research organisation this will be entirely voluntary.

How we store your personal information

Your information is safely stored at Kirklees Council offices and our Delivery Partner offices in either secure storage and / or secure electronic drives. Once the overall programme has finished our delivery partners will transfer all manual records to the Council for secure storage at Council archives and any electronic records held by our delivery partners will be deleted. We are legally obliged to retain all data relating to the project until 7 years after the final claim is processed by the programme. This will be reviewed; however, it is anticipated to be at the earliest, the 30th June 2029 to comply with UK CRF Funding Regulations, if you require any further details on the retention period please contact us at employmentandskills@kirklees.gov.uk.

Who we may share your information with

We may sometimes share the information we have collected about you where it is necessary, lawful and fair to do so. In each case we will only share the minimum amount of information, only when required, for the following reasons:

- To safeguard vulnerable children, young people and adults
- To provide and signpost you to other services for additional support or further learning
- To manage local authority performance
- To administer and allocate funding

- To identify and encourage good practice
- To ensure delivery of a quality service and that you receive the right support for you
- To meet our funding obligations / reporting requirements to West Yorkshire Combined Authority
- To share information with the council appointed research partner carrying out the project evaluation

We may share this information with / between:

- Other services within Kirklees Council
- National government department e.g. Department for Levelling Up, Housing and Communities who are funding this programme
- Other partners such as Health and the Police
- Other partners, including Council services, involved in the delivery and evaluation of the programme

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

Your data protection rights

Under data protection law, you have a number of rights, including the right to have your records rectified and the right to ask for access to all the information the Council holds about you. These rights are listed in more detail on [Kirklees Council's data protection rights page](#).

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at Data.protection@kirklees.gov.uk if you wish to make a request.

Further information

If you would like further information about how we manage your data, please see the [Kirklees Council privacy notice](#).

If you would like further information about this privacy notice, please contact: the **PACE 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.



You can also complain to the ICO if you are unhappy with how we have used your data. You can contact the ICO via the [‘Contact us’ page on their website](#), or by ringing 0303 123 1113.