

Privacy Notice (How we use your information)

Employment & Skills Service – Count Me In Programme

The programme aims to continue removing barriers to learning and increase the confidence and skills of adults who struggle with numeracy and maths. Whether it's managing finances, supporting children with homework, interpreting information in the media, or developing job-specific numeracy, **Count Me In** offers accessible, flexible learning tailored to each learner's needs and aspirations. Courses are designed to work around people's lives and align with sector-specific demands.

Learning takes place in supportive, non-judgemental settings that value each learner equally boosting confidence and self-esteem through collaboration and understanding.

Courses are delivered in the following areas/themes:

- Maths to support ESOL learners
- Maths for everyday Life Skills
- Maths for Work Skills
- Maths leading to Employment

Running from September 2025 to July 2027, the programme is delivered by Kirklees Council in partnership with:

- Crosland Moor Community Learning Centre
- Kirklees Success Centre
- Proper Job Theatre Company
- Ravensthorpe Community Centre
- Skills – UK
- Thornton Lodge Action Group
- Yorkshire English School

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

- Personal information:
 - Full name
 - Learner ID/ULN (Unique Learner Number)
 - Contact details – address, postcode, telephone number, email address.
 - Date of Birth
 - Gender
 - Right to live and Work in the UK – (This information is used for verification purposes only. Copies are not retained).
 - Country of residence for last 3 years

- ID Residency Verification documents (such as passport number, driving licence etc.). The last four digits only is used for verification purposes. Copies are not retained.
- Qualifications and education level.
- Employment status, length of unemployment/length of employment, hours of employment.
- Characteristics:
 - ethnic origin.
 - health difficulties or disabilities.
- Other:
 - Attendance information.
 - Achievement information
 - Details of your intended next steps/development

Why we collect and hold this information

We use participant data on programmes to:

- Ensure you are eligible for the service.
- Process Applications.
- Provide you with learning and the most effective support to enable you to develop your learning and skills.
- Co-ordinate and deliver services for participants in Kirklees.
- Work with you to assess your needs and how they can best be met.
- Target help and support to those who need it most.
- Maintain accounts and records.
- Deal with funding claims.
- Derive statistics which inform decisions about future delivery of services.
- Assess performance and to set targets for programmes.
- Evaluate and assess the quality of our services to improve our performance.

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
- Local Government Act 2000

Special category data

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)(g) Reasons of substantial public interest (with a basis in law)

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.

Kirklees Council will ensure that all documents relating to the Project, its implementation and financing are retained for a six-year period following the submission of the accounts in which the final expenditure of the Completed Project is included.

The completion date of the programme is 31st July 2027, documents will be held until 31 July 2033.

The destruction of paper records will be coordinated with the deletion of any electronic corresponding records, a register of the disposed records will be kept with sufficient detail to identify the document and the date destroyed.

If you have any further queries about 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 meet our funding obligations / reporting requirements.

We may share this information with:

- Organisations/Potential Employers – So that you can apply for vacancies or volunteering opportunities.
- Funding bodies (West Yorkshire Combined Authority & Department of Education).
- Learner Records Service to obtain Unique Learner Number (ULN) so any episode of learning may be added to your personal record.
- Our partner organisations – REAL Employment, Kirklees Homes and Neighbourhoods, Adult Learning Kirklees Providers: (Skills UK, S&H Training, Crosland Moor Community Learning Centre, Kirklees Success Centre, Ravensthorpe Community Centre, Proper Job Theatre Company Ltd, AALFY, Third Sector Leaders, Community Skills Centre, Thornton Lodge Action Group, IMWS), Paddock Trust and C+K Careers – If they are offering support that you may need.
- Housing organisations – If you need help with housing.
- Training providers – When you need to be referred.
- External organisations – Only when we have identified support that you need from them.
- Organisations providing funding - To show that you are eligible for the support.
- Charitable organisations – so that they can support you with charity grant applications.
- Other internal Council departments.
- Other services within Kirklees Council.
- National government department e.g., Department for Work and Pensions, Department for Levelling Up, Housing & Communities.
- Individuals with legal right of access.
- Other partners such as health care providers and the police.

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

Participation in Research

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

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:

Employment & Skills Service

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.