

Privacy Notice (How we use your information)

(Digital Hubs 2025 - 2026)

Digital Hubs (UK SPF) provides support to people with low levels of Digital Skills or who are digitally excluded to help them improve their digital skills, access services and get more involved in the community. The programme will offer short courses, cafes and workshops to upskill you.

The Digital Hubs (UK SPF) programme is funded by the UK Shared Prosperity Fund and is delivered by community partners.

The following organisations deliver the Digital Hubs (UK SPF) programme on behalf of the Council:

- Paddock Community Trust
- Crosland Moor Community Learning Centre
- Kirklees Libraries

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

- Personal information
 - Name
 - Address
 - Contact details (telephone number, email address)
 - Nationality
 - Date of birth.
- Characteristics
 - Gender
 - Health information.
- Other
 - Attendance information
 - Assessment information
 - Education level/qualifications
 - Evaluation and impact information
 - Eligibility Self Declaration.

Why we collect and hold this information

We use participant data on programmes to:

- Provide you with learning and the most effective support to enable you to develop your learning and skills;

- Enable us to conduct specific functions for which we are responsible;
- Co-ordinate and deliver services for participants in Kirklees and understand all the potential issues affecting participants;
- Target help and support to those who need it most;
- Evaluate performance and to set targets for programmes;
- Derive anonymised statistics which inform decisions and evaluate the effectiveness of the support provided;
- Assess performance and to set targets for programmes;
- Showcase case studies to highlight success stories; this may include sharing with the West Yorkshire Combined Authority.

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.

Most personal data will be collected under public task because we need it in order to provide this service to you. However, we will ask you some additional questions and you can choose whether or not to answer them (that is, we'll only collect this information with your consent). It will be clearly marked on your application form which information is collected with your consent.

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
- Section 100 (1) Apprenticeships, Skills, Children and Learning Act 2009.

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

During the course of your study, your information will be stored at the offices of Kirklees Council and our Delivery Partners, in either secure storage and/or secure electronic drives. Once the programme has finished our delivery partners will transfer all manual records to the Council for secure storage in our archives and any electronic records held by our delivery partners will be deleted.

Kirklees Council will keep all your information for 6 years from the end of the financial year in which the programme ends. This is in order to comply with financial regulations.

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 manage Local Authority performance
- To provide and signpost you to other services for additional support or further learning.

We may share this information with:

- Funding body (West Yorkshire Combined Authority)
- Delivery Partners (Crosland Moor Community Learning Centre, Paddock Community Trust)
- Other services within Kirklees Council.
- We work with a range of other support services who may be able to help you further

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 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.

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.