

# Privacy Notice (How we use your information)

## Kirklees Skills Bootcamp – Individuals

Kirklees Council is committed to supporting participants into further education, employment, and training or volunteering. The Employment & Skills team receives funding from the West Yorkshire Combined Authority and Department for Education to deliver a programme of Skills Bootcamps targeted at Kirklees residents aged 19+.

Delivery of Skills Bootcamp courses run for up to 16 weeks, 60 Guided Learning hours (nondigital), and up to 100 guided learning hours (digital) and form part of the government's commitment to helping adults learn the necessary knowledge and skills for new jobs in expanding sectors, such as digital, engineering, construction, manufacturing, and green technologies. They are developed by training providers in partnership with employers. The following organisations deliver Skills Bootcamp provision on behalf of the Council:

- Kirklees Success Centre
- Skills UK
- Textile Centre of Excellence
- Kirklees College

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

- Personal information:
  - Name.
  - Learning ID/ULN (Unique Learner Number).
  - Full postal address.
  - Contact telephone number and email.
  - Country of residency for last 3 years.
  - NI number (this information is requested by the Department of Education (DfE) for monitoring and research purposes).
  - Date of Birth.
- Country of residence for last 3 years
  - Characteristics:
  - Race/Ethnicity.
  - Health. Other: Qualifications.
  - Education level.
  - Past and currently employment details/earnings information.
  - Benefit status.
  - Caring responsibilities.

- Course progression information (attendance, exam outcomes, learnings etc).

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## Why we collect and hold this information

We use this personal data to:

- Provide you with learning and the most effective support to enable you to develop your learning and skills
- Enable us to carry out 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, and Department for Education (additional consent will be obtained)

## 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.
- Apprenticeships, Skills, Children and Learning Act 2009.

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 on Kirklees Council's secure network drives.

Kirklees Council holds your personal information in a secure environment. We hold participant data for a minimum of 6 years from the end of the financial year in which the programme ends. Due to funding requirements information will be retained by Kirklees Council as per the contractual requirements with the Department of Education. Currently this is until December 2032. Kirklees Council will retain this information in secure storage as per the retention requirements, after which the records will be destroyed. The Department of Education will retain your NI number for 20 years for operation purposes and 80 years for long term research.

## 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 and young people;
- To provide and signpost you to other services for additional support or further learning.
- Funding bodies (WYCA & Department of Education)
- Managing Delivery Partners

We may share this information with:

- Other services within Kirklees Council;
- National government department e.g. Department for Education;
- Other partners such as health 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.

## 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](mailto: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 and Skills Team: [employmentandskills@kirklees.gov.uk](mailto: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](mailto: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.

If you would like more details about how WYCA use your information please see [Privacy notice and cookie policy - West Yorkshire Combined Authority](#) or contact WYCA via email @ [DPO@westyorks-ca.gov.uk](mailto:DPO@westyorks-ca.gov.uk) or call 0113 251 7272.