

Privacy Notice (How we use your information)

Healthy Working Life – Employment & Skills Service

Healthy Working Life in Kirklees is a pre-employment support programme for economically inactive, unemployed and employed Kirklees residents who are out of work or at risk of losing work due to health conditions like sickness or disability that have led to or may lead to economic inactivity. Therefore, if you are aged 16-64 and fall into these categories then you may qualify for this programme.

The two funding programmes are:

- Economic Inactivity Trailblazer – funded by the Department of Work and Pensions (DWP) – for residents between 16-64 who are not in employment. Have not sought work in the last 4 weeks and / or are not available to start work in the next 2 weeks.
- NHSE Accelerator – funded by NHS England and the Department for Work and Pensions (DWP) – for residents who are who are out of work, off sick and / or at risk of losing work.

The programmes are delivered on behalf of Kirklees Council by C+K Careers Ltd, Fresh Futures and TSL Kirklees, with the funding being managed by West Yorkshire Combined Authority (WYCA).

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 - full name(s), address, postcode, telephone number, email address, date of birth, gender, and right to work in the United Kingdom, evidence of residency status, Criminal offence data.
- Special Category Data – race/ ethnic origin, disability/health status and in some circumstances sexual orientation.
- Other - National Insurance number (required by the DWP), NHS number (required by the ICB/DWP); details of any barriers to work or education, employment status, employment history, benefits information, if a carer/care leaver/single adult household. 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 participation on the programme.
- Details of your progression which could include but not be limited to employment, entrepreneurship, further learning/education, and volunteering.

- In addition, we will need to undertake identification checks and identification will be requested and records of references from this retained for duration of programme.

Your NI and NHS number is required by the DWP and ICB. This information will not be used by Kirklees Council. The data is being collected and processed on behalf of the DWP/ICB. Should you require more information about this please do contact us using the contact details at the bottom of this Privacy Notice.

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/areas of the programme you will benefit from participating on.
- 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.
- 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 central databases 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
- 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)(b) Employment, social security and social protection (if authorised by law)
- 9(2)(g) Reasons of substantial public interest (with a basis in law)

Where we need to process criminal offence data, Kirklees Council will meet the conditions in the UK GDPR (Article 10) and the Data Protection Act 2018.

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. The programme completion date is 31st March 2026 – documents and electronic records will be held securely until 31st March 2033 at this stage. 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:

- Other services within Kirklees Council such as, but not limited to, Homes & Neighbourhoods, In2Care, Wellness Team, REAL Employment, Adult Social Care
- National government departments such as DWP



- West Yorkshire Combined Authority.
- NHS England and the Local Integrated Care Board (ICB)
- Other Employment Support organisations such as C+K Careers, Fresh Futures and Paddock Community Trust and TSL Kirklees

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: Employment & Skills Service, employmentandskills@kirklees.gov.uk.

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