

Privacy Notice (How we use your information)

Kirklees Apprenticeship Grant

The Kirklees Apprenticeship Grant supports local micro to medium sized businesses to part fund employing a new apprentice to their workforce or level up a current apprentice up to and including level 4.

The scheme is managed by the Kirklees Business, Economy and Growth Service.

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

- Information about your business (such as registration number, address, contact number, size of business, sector, number of employees, VAT number, bank details)
- Contact information in relation to the business (such as name, e-mail, phone number, job title)
- Details about the apprentice (such as name, unique learner number, apprenticeship standard, employment start date, training provider, evidence of wage such as payslip or PAYE report)

Why we collect and hold this information

We use this personal data in order to:

- Process Grant applications in line with the published Scheme Policy
- Provide financial assistance
- Enable us to carry out specific functions for which we are responsible;
- Ensure you aware of all the business support available to you
- Ensure the apprentice is aware of the support available to them
- Evaluate and improve our performance;
- Derive statistics which inform decisions about future delivery of services.

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)(b) We have a contractual obligation.

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:

- Local Government Act 200- Part 1, Section 2

How we store your personal information

Your information is safely stored on Kirklees Council's secure network drives and specialist Public Sector Software, Caseviewer/Anite and Evolutive.

In line with the Councils Corporate Disposal and Retention Guidance, we are obliged to retain your information for 7 years from the date that you receive the funding for auditing purposes. We will then dispose of your information by deleting your data from our secure network drives and specialist software.

We will hold the information about you securely, and for no longer than reasonably necessary to assess, award, monitor and evaluate the grant award, and for scheme auditory purposes.

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 administer and allocate funding;
- To provide further support to businesses and apprentices

We may share this information with:

- Other services within Kirklees Council who contribute to business support and economic development, including services that liaise with businesses directly for legal purposes e.g. Employment & Skills, Business Rates, Public Protection, Environmental Health, Licensing
- National Government department e.g. Department for Business, Energy and Industrial Strategy (BEIS);
- Other partners such as Leeds City Region Local Enterprise Partnership and the West Yorkshire Combined Authority.

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:
apprenticeshipgrant@kirklees.gov.uk or call 01484 221000 – ask for Apprenticeships Team

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.