

# Privacy Notice (How we use your information) For Learners

## New to English

New to English provides support to people with low levels of English to help them improve their language skills, access services and get more involved in the community.

The programme is funded by the Ministry of Housing, Communities and Local Government (MHCLG) through the ESOL for integration fund and is delivered by community partners.

The organisations delivering the programme on behalf of the Council:

- Paddock Community Trust
- Ravensthorpe Community Centre
- Thornton Lodge Action Group

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

In order to provide you with English classes, activities or other services which are relevant to your needs and determine your suitability, the organisations delivering on behalf of the Council will be required to collect and hold information about you. This will include:

- Personal information: Full name, address, postcode, telephone number, email address age, proof of identity (ID check and address), employment status

We will also collect the following information for reporting purposes to the funder. All information shared with the MHCLG is anonymised and aggregated. You can choose not to disclose this information.

- Personal information: gender, first language spoken, length of time living in UK,
- Special characteristics: disabilities or additional support needs, ethnicity, religion

During your study, we will also collect other information about you to provide you with your learning. This will include:

- Number of children under 18 (under 4 – and 5-17) for childcare support needs
- Attendance information
- Assessment information, including levels of speaking & listening, reading and writing English
- Evaluation Survey
- IT devices held and access to internet to determine your IT skills

## Why we collect and hold this information

We use this personal data in order to:

- Provide you with learning and the most effective support to enable you to attend and develop your language skills
- Enable us to carry out specific functions for which we are responsible
- Co-ordinate and deliver services for participants in Kirklees
- Evaluate and assess the quality of our services to improve our performance
- Derive anonymised statistics which inform decisions and evaluate the effectiveness of the support provided
- We also collect your personal data from course providers to check whether you are continuing with a course so that we can update our records and use this information when sending anonymised information to MHCLG.

## The lawful basis on which we use this information

To enable us to provide services we need to use your personal information to help assess your needs and identify the most appropriate services and training available. To do so we will use the following legal basis for sharing your information:

- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

You may also choose to give us information about your physical health, mental health or disability status, religion, ethnicity, gender, first language spoken or length of time living in UK so that we can give you extra support or for our reporting purposes to MHCLG. Giving this information is optional and we will use the following legal basis for processing your information:

- Consent: You have given clear consent for us to process your personal data for a specific purpose

Kirklees Council has duties placed under the Local Government Act. Further detail can be found at the Local Government Act Extract 2 Promotion of well-being.

<https://www.legislation.gov.uk/ukpga/2000/22>

## Storing this information

We will hold the information about you securely, and for no longer than reasonably necessary. We will hold it for 6 years from the end of the financial year in which the project ends. This is in order to comply with financial regulations.

## Who we share this information with

- Your data will be shared with the MHCLG who are funding this programme.
- Your data may also be shared with MHCLG's appointed research partners.
- Your data will be shared with our delivery partner; where you are accessing the programme. All data will be securely transferred, handled, stored and destroyed.
- Your data will be shared with C&K Careers who will provide you with independent advice and guidance.
- We may share your information with local agencies to fulfil our legal requirements under law.
- We also work with a range of other support services who may be able to help you further. With your agreement we may share your data to further support you. The Council also delivers the This Way for English Programme through Third Sector Leaders. This programme supports learners with a language need.

## Why we share this information

- We share the data with MHCLG who are funding this programme as per our obligations to deliver the programme and enables them to produce statistics, assess our performance, evaluate government funded programmes, and ensure the best use of public funding. The data shared will not include identifiable personal information
- The MHCLG may also conduct follow up research with participants during your study and up to three years after the programme has finished. Therefore the Council may be required to share your data including personal details with MHCLG or its appointed research partner who may contact you by telephone or other means for future research. You will have a choice to opt in to take part.
- We will share your information with our delivery partners where you are accessing the programme, in order to ensure that you receive the right level of support.
- We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

## Further information

If you would like further information about how we manage your data, please see the privacy notice for Kirklees Council at [www.kirklees.gov.uk/privacy](http://www.kirklees.gov.uk/privacy)

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.