

Privacy Notice (How we use your information)

Step by Step

Step by Step provides support to help Kirklees residents make positive steps towards securing employment.

The organisations delivering Step by Step

Kirklees Council
Paddock Community Trust

Your data will be shared with these organisations. There is a data sharing agreement in place between Kirklees Council and Paddock Community Trust, ensuring all data is securely transferred, handled, stored and destroyed.

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

- Personal information, (title, name, client reference number, address, post code, telephone number, date of birth, age, employment status, length of time unemployed, highest qualification level, benefit status, tenancy details, email address, ESOL needs, volunteering status, training currently attended)
- Special characteristics, (gender, ethnicity, disability/health/learning difficulties)
- Attendance information
- Assessment information

Why we collect and hold this information

We use participant data on programmes to:

- Enable us to carry out specific functions for which we are responsible
- 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 programmes
- Co-ordinate and deliver services for participants in Kirklees
- Derive anonymised statistics which inform decisions and evaluate the effectiveness of the support provided
- Assess performance and to set targets for programmes

The lawful basis on which we use this information

We collect and use this information under **Article 6: 1(e)** 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;

Article 9: 2(b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

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

Kirklees Council holds your personal information in a secure environment. As per the funding requirements for this programme, we are legally obliged to retain your information until the ESF programme is complete. This will be reviewed, however it is anticipated to be at the earliest, the 31st December 2033 to comply with ESF funding regulations.

Who we share this information with

Your data may be shared with delivery partners. There is a data sharing agreement in place between Kirklees Council and delivery partners, to ensure all data is securely transferred, handled, stored and destroyed. With your agreement we may work with and therefore share data with other organisations to support you, this will be dependent upon your individual requirements.

Why we share this information

We share participant data with funding bodies as this forms part of our legal requirement. This data sharing underpins funding, educational attainment policy and monitoring and enables them to produce statistics, assess our performance, evaluate government funded programmes, make accurate grant payments and ensure the best use of public funding. We may share your information with local agencies to fulfil our legal requirements under law. We may also 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.

Further information

Further information

If you would like further information about this privacy notice, please contact: **Employment and Skills** employmentandskills@kirklees.gov.uk (01484 221000)

Further information on Kirklees Council General Privacy notice and the Employment and Skill Privacy Notice (under the Heading Economy and Infrastructure) can be found at:

<http://www.kirklees.gov.uk/beta/information-and-data/how-we-use-your-data.aspx>