

This Privacy Notice provides further detail on how your information may be shared through the Welcome to Kirklees programme. Information on how we use and share your information is contained in the Employment and Skills Privacy Notice, please see the link in the further information section below.

CMF Welcome to Kirklees Privacy Notice

Welcome to Kirklees 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. It also supports residents to train as volunteer tutors in order to help deliver the programme.

The Welcome to Kirklees programme is funded by the Ministry of Housing, Communities and Local Government through their Controlling Migration Fund and overall delivery is managed by Kirklees Council.

The organisations delivering the Welcome to Kirklees programme

Paddock Community Trust
Ravensthorpe Community Centre Limited
Kirklees College

There is a data sharing agreement in place between Kirklees Council and the organisations listed above, ensuring all data is securely transferred, handled, stored and destroyed.

In addition we may share your information with:

The Ministry of Housing, Communities and Local Government

With your agreement we may work with and therefore share your data with other organisations to support you, this will be dependent upon your individual requirements.

Specific Categories of Information we will collect

If you are a learner participating on the programme we will collect

- Personal information: First name, surname, address, post code, telephone number, date of birth, age, email address, employment status, date of arrival in the UK, highest education qualification level, benefit status, learning needs or special requirements,
- Special characteristics: Gender, faith, ethnicity, country of birth, first language, disability / health / learning difficulties
- Attendance information
- Assessment information, including levels of speaking, reading and writing English

If you are a volunteer on the programme we will collect

- Personal information, (First name, surname, address, post code, telephone number, date of birth, age, email address, highest education qualification level, ICT skills level, ESOL level, training course details, special requirements, teaching experience, current volunteering details)
- Special characteristics, (gender, nationality, country of birth, first language)
- Attendance information
- Assessment information

How we will further use your information

If you are a learner participating on the programme your information will be used for statistical analysis to ensure the success of current and future programmes. All participant information will be aggregated on the programme and you will not be personally identifiable.

If you are a volunteer your information will only be used to assess your suitability for a volunteering position and to enrol you with a partner organisation as listed above.

Further information

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.

Further information on Kirklees Council General Privacy notice and the Employment and Skills Privacy Notice can be found at: <http://www.kirklees.gov.uk/privacy>