



**This Privacy Notice provides further detail on how your information may be shared through the Works Better 15-25 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.**

### **Works Better 15-25 Privacy Notice**

Works Better 15-25 is funded by the European Social Fund, supporting local residents wanting to start work or move into further education or training, across Kirklees. The programme pulls together two projects, the Leeds City Region Employment Hub (managed by the West Yorkshire Combined Authority and the Youth Engagement Progression programme (managed by the City of Bradford Metropolitan District Council).

### **The organisations delivering Works Better**

Kirklees Council

C&K Careers

Global Diversity Positive Action

West Yorkshire Combined Authority

City of Bradford Metropolitan District Council

Inhouse Training Ltd

Your data will be shared with these organisations. There is a data sharing agreement in place between Kirklees Council, C&K Careers, Inhouse Training Ltd and Global Diversity Positive Action, to ensure all data is securely transferred, handled, stored and destroyed.

### **In addition we may share your information with**

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.

### **Specific Categories of Information we will collect**

- Personal information - title, first name(s), surname, address, postcode, email address, national insurance number, age, date of birth, right to work in United Kingdom, telephone no, name of any benefits being claimed, if you live in a single adult household, if you have dependent children, if you live in a jobless household, your highest level qualification, if you have a basic skills need, how long been out of work, details of your work coach (JCP), previous work history, previous employment support received, DBS disclosure where relevant, if you hold a driving licence
- Special Characteristics - gender, ethnicity origin, disability status.
- Attendance information

### **How we will further use your information**

Your information will be used for statistical analysis to ensure the success of current and future programmes. The information will be used with details of others on the programme and you will not be personally identifiable.

### **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 31<sup>st</sup> December 2033 to comply with ESF funding regulations.

### **Further information**

If you would like further information about this privacy notice, please contact:

Victoria Harper, Economic Resilience Project Manager

[victoria.harper@kirklees.gov.uk](mailto:victoria.harper@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>



In addition the following information advises how the Department for Work and Pensions (ESF) collect and process your data.

### **The purposes of the data processing**

The information you provide to Works Better will be shared with the Department for Work & Pensions (DWP) and used to evaluate this project and to report to the Works Better and European Social Fund for monitoring purposes, in line with European Commission regulatory requirements.

Your information will also be shared with research organisations working on behalf of the Department for Work & Pensions who may contact you to discuss your involvement in the project for research purposes. Participation in research is voluntary and you will be asked to consent before taking part in any research activity you may be contacted about.

The DWP may also link your personal details to official administrative records in order to monitor your employment status before your ESF support began and 6 to 12 months after you left. This information may also be shared with research organisations working on behalf of the DWP however individuals will **not** be identifiable and you will **not** be contacted about this research.

Data will **not** be used or shared for any commercial or marketing purposes.

At all times your information will be kept securely, and nobody will have access to it that shouldn't.

### **The lawful basis for the processing**

For the purposes of the General Data Protection Regulation (GDPR), the DWP is the data controller in respect to information processed which relates to all participation in the European Social Fund. ESF grant beneficiary organisations are data processors in respect to information processed which relates to participants in the operations and projects funded by the European Social Fund.

DWP is **not** the controller for any other / additional data collected by Works Better that is not essential for delivering the ESF programme, or for any personal data that would normally be collected anyway by Works Better.

The [ESF Programme Action Note 018/18](#) sets out the lawful basis for processing personal data under ESF.

### **The retention periods for the personal data**

All personal data held by DWP or research contractors **for the purposes of evaluation** will be permanently deleted no more than six months after the research has been completed (i.e. when the final report is published on GOV.UK).

Personal data held by DWP for all other ESF purposes as required by European Commission regulations will be retained in line with the current guidance on GOV.UK at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/591617/ESF\\_Guidance\\_on\\_document\\_retention.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/591617/ESF_Guidance_on_document_retention.pdf)

### **The rights available to individuals in respect of the processing**

If you do not wish your personal data to be used for ESF evaluation purposes please contact [ESF.EVALUATIONS@DWP.GSI.GOV.UK](mailto:ESF.EVALUATIONS@DWP.GSI.GOV.UK) and we will delete your data held for these purposes and you won't be contacted about participating in research.

More information about how and why DWP uses your personal information, including how to ask for a copy of the personal information DWP holds about you can be found in DWP's *Personal Information Charter* at:

<https://www.gov.uk/government/organisations/department-for-work-pensions/about/personal-information-charter>

Information about how to ask for a copy of the information DWP holds about you (known as a 'Right of Access Request') can be found at <https://www.gov.uk/guidance/request-your-personal-information-from-the-department-for-work-and-pensions>