

Privacy Notice (How we use your information)

First Steps in Learning

First Steps in Learning provides short informal engagement activities to residents to enable residents to progress into other community, or employment and skills programmes.

The programme is funded by Kirklees Council and is delivered by Third Sector Leaders (TSL) through a network of grass root organisations and community partners.

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

In order to provide you with a range of informal activities or other services which are relevant to your needs and determine your suitability, TSL through its network of partners 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 date of birth.

We will also collect the following information about you for statistical purposes and to evaluate the programme. You can choose not to disclose this information.

- Personal information: gender, age band, highest qualification level,
- Special characteristics: disabilities or additional support needs, ethnicity.

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

- Attendance information
- Progression information once you have completed your programme of activities

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
- 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

The lawful basis on which we use this information

To enable us to provide services we need to use your personal information and 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, ethnicity, gender and highest qualification level, 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 processed by TSL and its delivery partner on behalf of the Council. All data will be securely transferred, handled, stored and destroyed.
- We may share your information with local agencies to fulfil our legal requirements under law.
- Other Council Services
- 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 contact data to further support you.

Why we share this information

- 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 may share aggregated performance data with other council services to report progress of the programme. No personal identifiable information will be shared
- 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

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

Employment and Skills Team

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 or by ringing 01484 221000.