



Privacy Notice (How we use your information)

New to English (UK SPF) (2023-25)

New to English (UK SPF) 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. Participants must provide evidence that they have the legal right to live and work in the UK.

The New to English (UK SPF) programme is funded by the UK Shared Prosperity Fund and is delivered by community partners.

The following organisations delivering the New to English (UK SPF) programme on behalf of the Council:

- Paddock Community Trust
- Ravensthorpe Community Centre Limited
- Crosland Moor Community Learning Centre

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

In order to provide you with high quality and safe services which are relevant to your needs, the Council will collect and hold information about you. This will include:

- Personal information - your full name, address, postcode, telephone number, email address, nationality, date of birth and highest qualification level.
- Characteristics - gender, disabilities or additional support needs.
- Attendance information.
- Assessment information, including levels of speaking and listening, reading and writing English.
- Evaluation and impact information.

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.
- Understand all the problems affecting participants and target help and support to those who need it most.
- Evaluate and assess the quality of our services to improve our performance.
- Derive statistics which inform decisions about future delivery of services.



The lawful basis on which we use this information

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting employmentandskills@kirklees.gov.uk

(e) We need it to perform a public task.

Most personal data will be collected under public task because we need it in order to provide this service to you. However, we will ask you some additional questions and you can choose whether or not to answer them (that is, we'll only collect this information with your consent). It will be clearly marked on your application form which information is collected with your consent.

These legal bases are underpinned by acts of legislation that dictate what actions can and should be taken by local authorities. This includes, but may not be limited to:

- Localism Act 2011
- Local Government Act 1972

In order to do this work, we also need to collect some special category data. This is personal data that needs more protection because it is sensitive. You can choose whether you want to give this information, it is entirely optional. You may choose to give us information about your physical health, mental health or disability status, so that we can give you extra support. This could include extra support for your training or help with access to a building.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing special category information are:

(a) Your explicit consent. You are able to remove your consent at any time. You can do this by contacting employmentandskills@kirklees.gov.uk

How we store your personal information

During the course of your study, your information will be stored at the offices of Kirklees Council and our Delivery Partners, in either secure storage and/or secure electronic drives. Once the programme has finished our delivery partners will transfer all manual records to the Council for secure storage in our archives and any electronic records held by our delivery partners will be deleted.

Kirklees Council will keep all your information for 6 years from the end of the financial year in which the programme ends. This is in order to comply with financial regulations.

We will then dispose your information by deleting all electronic records and all manual records held in central archive will be safely disposed of.



Who we may share your information with

We may sometimes share the information we have collected about you where it is necessary, lawful and fair to do so. In each case we will only share the minimum amount of information, only when required, for the following reasons:

- To safeguard vulnerable children, young people and adults;
- To provide and signpost you to other services for additional support or further learning.

We may share this information with:

- Other services within Kirklees Council.
- We work with a range of other support services who may be able to help you further. With your agreement we may share your assessment information, name and contact number with other organisations that support learners with a language need
- Other partners such as health and the police.

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 [Kirklees Council privacy notice](#).

If you would like further information about this privacy notice, please contact: employmentandskills@kirklees.gov.uk

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.

You can also complain to the ICO if you are unhappy with how we have used your data. You can contact the ICO via the [‘Contact us’ page on their website](#), or by ringing 0303 123 1113.