



Privacy Notice (How we use your information)

PACE

Participation in the Arts and Creative Economy

PACE is a creative skills programme designed to improve and aid Participation in the Arts and Creative Economy. The aim of the programme is to provide more opportunity for people to develop their creative talents, and generate more supported pathways into creative careers, build on their success and create entrepreneurship too. It is funded by the UK Government through the UK Shared Prosperity Fund (UKSPF) and delivered by Kirklees Council in partnership with Proper Job Theatre Company, and Third Sector Leaders Kirklees (TSL).

It is aimed at unemployed, employed, and underemployed Kirklees residents, signed to help individuals gain valuable skills and achieve entry level or take their first steps into this sector. Our partners understand what first steps activity looks and feels like for participants, for many of our residents this will be their first introduction to the Creative Art sector with many not having considered this sector before and could have preconceptions of the industry. We want participants to gain an understanding of the Creative Arts sector and the many roles and opportunities that are available to them either through employment opportunities or offering insight and guidance for participants that encourages them to start their own business. Through PACE we want to give everyone the opportunity to unlock their creative talents.

This project will be evaluated, and therefore the council may be required to share your data including personal details with the council appointed research organisation working on behalf of the PACE Project. The project partners may contact you to ask you about being involved with the research carried out by the research organisation, and to discuss your involvement in the project for research purposes. Participation in research is voluntary and you will have a choice to opt in before taking part in any research activity.

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

- Personal information:
 - Full name.
 - Contact details – address, postcode, telephone number, email address.
 - Date of Birth.
 - Gender.
 - National Insurance Number.
 - Right to live and Work in the UK.
 - ID Residency Verification documents (such as NI number, passport number, driving licence etc.). This information is used for verification purposes only. Copies are not retained.

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- Characteristics:
 - ethnic origin.
 - health difficulties or disabilities.
 - , sexual orientation.
- Other:
 - Attendance information.
 - Details of your progression/development.

Why we collect and hold this information.

We use participant data on programmes to:

- Ensure you are eligible for the service.
- Work with you to assess your needs and how they can best be met.
- Target help and support to those who need it most.
- Support you into finding the right opportunities (volunteering/employment/self-employment) for you within the Creative Arts Sector.
- Deal with funding claims.
- Maintain accounts and records.
- Process applications.
- Co-ordinate and deliver services for participants in Kirklees.
- 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 Article 6 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

6(1)(e) We need it to perform a public task.

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
- Local Government Act 2000

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. Under Article 9 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing special category information are:

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9(2)(b) Employment, social security and social protection (if authorised by law)

9(2)(g) Reasons of substantial public interest (with a basis in law)

How we store your personal information

Your information is safely stored at Kirklees Council offices and our Delivery Partner offices in either secure storage and / or secure electronic drives. Once the overall programme has finished our delivery partners will transfer all manual records to the Council for secure storage at Council archives and any electronic records held by our delivery partners will be deleted.

Kirklees Council will ensure that all documents relating to the Project and its implementation and financing are retained for a seven-year period following the submission of the accounts in which the final expenditure of the Completed Project is included.

The completion date of the programme is 31st March 2025, documents will be held until 31 March 2032.

If you have any further queries about the retention period, please contact us at employmentandskills@kirklees.gov.uk

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.
- To manage local authority performance.
- To administer and allocate funding.
- To identify and encourage good practice.
- To meet our funding obligations / reporting requirements.

We may share this information with:

- Potential employers – So that you can apply for vacancies or volunteering opportunities.
- West Yorkshire Combined Authority (WYCA).
- Our partner organisations – such as Kirklees Local Integrated Partnerships, In2Care, Paddock Community Trust, REAL Employment, Local Welfare Provision, Kirklees Homes and Neighbourhoods – If they are offering support that you may need.
- Housing organisations – If you need help with housing.
- Training providers – When you need to be referred.
- External organisations – Only when we have identified support that you need from them.
- Organisations providing funding - To show that you are eligible for the support.
- Charitable organisations – so that they can support you with charity grant applications.

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- Other internal Council departments.
- Other services within Kirklees Council.
- National government department e.g., Department for Work and Pensions, Department for Levelling Up, Housing & Communities.
- Individuals with legal right of access.
- Other partners such as health care providers and the police.

Other partners, including Council services, involved in the delivery of the programme. We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

Your data protection rights.

Under data protection law, you have several rights, including the right to have your records rectified and the right to ask for access to all the information the Council holds about you. These rights are listed in more detail on [Kirklees Council's data protection rights page](#).

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at Data.protection@kirklees.gov.uk if you wish to make a request.

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: **PACE 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.

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.

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