

Privacy Notice (How we use your information) For Learners

New 2 English 2021-22

New 2 English provides support to people with low levels of English to help them improve their English language skills, access services and get more involved in the community.

The programme is funded by the Ministry of Housing, Communities and Local Government (MHCLG) through the ESOL for Integration Fund 2021-22 and is delivered by community partners.

The organisations delivering the programme on behalf of the Council:

- Paddock Community Trust
- Ravensthorpe Community Centre
- Thornton Lodge Action Group

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

In order to provide you with English classes, activities or other services which are relevant to your needs and determine your eligibility, the organisations delivering 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 age, proof of identity (ID check and address), employment status, asylum status

We will also collect the following information for reporting purposes to the funder. All information shared with the MHCLG is aggregated, anonymised or pseudonymised. You can choose not to disclose this information.

- Personal information: age band, gender, first language spoken, length of time in UK,
- Special characteristics: disabilities or additional support needs, ethnicity, religion

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

- Number of children under 18 (under 4 – and 5-17) for childcare support needs
- Attendance information
- Assessment information, including levels of speaking & listening, reading and writing English
- Evaluation Survey
- IT devices held and access to internet to determine your IT skills

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
- Evaluate and assess the quality of our services to improve our performance and derive anonymised statistics
- To fulfil our programme reporting obligations to the MHCLG
- We also collect your personal data from course providers to check whether you are continuing with a course so that we can update our records and use this information when sending anonymised information to MHCLG.

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 optional.

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 will also need to collect some special category data. This is personal data that needs more protection because it is sensitive. You may choose to give us information about your physical health, mental health, disability status, ethnicity or religion so that we can give you extra support such as support for your training or help with access to a building and / or to meet our reporting requirement to the MHCLG. You can choose whether you want to give this information, it is entirely optional.

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 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 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.
- To meet our funding obligations / reporting requirements to MHCLG.
- The MHCLG may also conduct follow up research with participants during your study and up to three years after the programme has finished. Therefore the Council may be required to share your data including personal details with MHCLG or its appointed research partner who may contact you by telephone or other means for future research. You will have a choice to opt in to take part.

We may share this information with:

- MHCLG who are funding this programme and this may include MHCLG's appointed research partners.
- Your data will be shared with our delivery partner; where you are accessing the programme. All data will be securely transferred, handled, stored and destroyed.
- C+K Careers who will provide you with independent advice and guidance.
- Other partners such as health and the police.
- Other services within Kirklees Council.
- 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 data to further support you. The Council also delivers the This Way For English Programme through Third Sector Leaders. This programme supports learners with a language need.

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.