

Privacy Notice (How we use your information)

Local Supported Employment Programme (LSE)

LSE is programme delivered by REAL Employment in partnerships with the Employment & Skills Service.

REAL Employment offers support to adults with learning disabilities, Autism, and associated barriers into employment. Through this service REAL Employment will support you by:

- Getting support from an employment advisor
- Working with you and employers, to help find work
- Supporting you in the workplace for as long as necessary

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 details (such as name, date of birth, address and contact details)
- special category information (such as disability, ethnicity and any relevant medical information)
- National Insurance number
- Next of kin
- Care manager/social worker details (if applicable)
- Right to work in the UK
- If you are receiving any benefits
- If you are receiving support for any other services
- Your education and career history

We also obtain personal information, educational history and professional involvement from:

- Care manager/social worker/professional who referred you on their behalf
- any other services you are receiving support from

Why we collect and hold this information

We use this personal data in order to:

- Ensure you are eligible for the service;
- Work with you to assess your employment needs and how they can best be met;
- Support you into finding the right employment opportunities for you;
- 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:

- Care Act 2014
- Health and Social Care Act 2015
- Mental Capacity Act 2005
- 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. Under Article 9 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing special category information are:

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

How we store your personal information

Your information is safely stored on Kirklees Council's secure network drives.

We keep your personal file for 7 years, even if you no longer use the service. This is in line with government guidance. We will then dispose of your information by deleting it from our system.

Who may we 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, make funding claims and allocate funding;

- To identify and encourage good practice.
- Working with you, we will share specific information about you to employers, to enable them to identify if you are the right person for the job role. You will be made aware of which employers have this information.

We may share this information with:

- Private and independent providers who may deliver your care;
- Other services within Kirklees Council;
- National government department e.g., Department for Education, Department for Work and Pensions;
- Individuals with legal right of access;
- 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.

Your data protection rights

Under data protection law, you have a number of 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:

Localsupportedemployment@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.