

Privacy Notice

Kirklees Welcomes Refugee Integration Support

Kirklees Council is a place of welcome. Kirklees works with multiple internal services and key external partner organisations to ensure that those settling in Kirklees have the support they need. The project aims to help you integrate into the community by providing support with housing, employment, health, and education.

This notice applies to information Kirklees Council collects in relation to the Refugee Integration Yorkshire and Humber Project.

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

- Personal information
 - Name;
 - Address;
 - Contact email/telephone number;
 - date of birth.

- Characteristics:
 - Gender;
 - Ethnicity;
 - Health information;
 - Biometric residency permit details.

- Other:
 - Information relating to your personal circumstances such as: details of any dependant family members, your first language, education, and skills.

We will not collect any information from you that we do not need to provide and oversee services to you.

Why we collect and hold this information

- Provide you with the support, appropriate to your personal circumstances, which you need to move-on. For example, this includes moving from supported accommodation to mainstream housing, access into education and employment, integrate into the community, and accessing appropriate health services.
- To make sure you are eligible for this service.
- To satisfy funding requirements or to obtain appropriate funding.
- For monitoring, audit and evaluation purposes.

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:

- Article 56 of the asylum, migration, and integration fund (AMIF) regulations (EU) 514/2014 require the UK Responsible Authority (UKRA), as the managing authority for the programme, to monitor and evaluate AMIF-funded activities.
- The Immigration Act part 5.
- Section 1 of the Localism Act 2011

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)(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 on Kirklees Council's secure Microsoft Teams site and any paper records in a locked cabinet in a Council Building.

All information held will be manually destroyed within 6 months of the Refugee Integration Service (Asylum Migration Integration Fund) project end.

Your information will be held by Migration Yorkshire, Leeds City Council for a further eight years after the project end.

Who we may share your information with

We may share this information with:

- Other services within Kirklees Council;
- National government department e.g. Department for Education;
- Other partners such as health and the police.
- Third party organisations such as (but not limited to) housing providers, community groups, education providers.

Please note: for funding requirements we need to share your information with:

- Migration Yorkshire, Leeds City Council

- Asylum Migration Integration Fund (AMIF)
- UK responsible Authority (UKRA)

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:
MigrationandResettlement@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.