

Privacy Notice (How we use your information)

Employment & Wellbeing Support Team

Homes & Neighbourhoods

The Employment & Wellbeing Support Team within Homes & Neighbourhoods is committed to supporting tenants, household members and wider residents of Kirklees into employment training or volunteering opportunities.

To achieve this, the team works with working-age residents, regardless of their current skills, education level or previous employment status, to compete for and secure employment across Kirklees or elsewhere.

The team will provide support with finding employment, gaining work experience, signposting you to 'Access to Work Training', providing you with access to learning, supporting your personal development, enabling life opportunities, apprenticeship schemes, 1-2-1 support and volunteering opportunities, etc.

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

- Name
- Date of birth
- Address
- Telephone Number
- Email address
- Assessment information including personal circumstances to enable assessment of eligibility for services
- Financial information
- Household information
- Relevant medical information
- Social care needs

Characteristics such as:

- Gender,
- Ethnicity
- Disability
- National Insurance number
- Language
- Religion

Other Information such as

- Attendance information at interviews or education/training courses
- Progression on programme such as completion, volunteering, learning/education & securing employment

Why we collect and hold this information:

We use this personal data in order to:

- Enable us to carry out specific functions for which we are responsible
- Provide the most effective support that we can
- Understand all the barriers affecting participants
- Target help and support to those who need it most
- Evaluate performance and to set targets for programmes
- Co-ordinate and deliver services for tenant and household members in Kirklees
- Derive anonymised statistics which inform decisions and evaluate the effectiveness of the support provided
- Assess performance and to set targets for programme

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:

The 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:

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

How we store your personal information

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

We will keep all personal and characteristic data for up to 2 years. We will then dispose of your information by deleting all digital records and safely disposing of any written documents via Kirklees confidential waste.

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. We routinely share this information with;

- External organisations that are offering relevant support you may need – such as In2Care, REAL Employment, C&K Careers, Fusion Housing, Paddock Community Trust, Proper Job Theatre company, local welfare provision
- National government departments – e.g. Department of Work and Pensions (DWP)
- Potential employers – so that you can apply for vacancies or opportunities
- Organisations providing funding – to evidence your eligibility
- Charitable organisations – for support with grant applications
- Training organisations – when a referral is required
- Other services within Kirklees Council

With your agreement we may work with and therefore share data with other organisations to support you, this will be dependent upon your individual requirements.

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: EST@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.