

## **Privacy Notice (How we use your information)**



In2Care Kirklees is a recruitment service that supports the care providers and individuals to navigate roles in the care sector.

The organisation delivering this service is Kirklees Council and the organisations that your information will be shared with are the care providers across Kirklees.

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

Specific Categories of Information we will collect

- Personal information
  - first name(s)
  - surname
  - postcode
  - email address
  - gender
  - age bracket
  - telephone number
  - if you are employed / unemployed
  - if you have any experience in care roles previously / currently
  - if you hold a driving licence
  - details of what you are looking for (in a role)

### **Why we collect and hold this information**

The information that we collect and store on the In2Care Kirklees database is used for recruitment purposes. We will only use your data to:

- Help support you to find a role in the care sector by sharing your information with the care providers across Kirklees and emailing you the current vacancies that are advertised.
- Provide potential workforce knowledge (internally)
- Support you to be registered as a Personal Assistant and to send details of Personal Assistant roles.

There is a data sharing agreement in place between Kirklees Council other local service delivery partners, to ensure all data is securely transferred, handled, stored and destroyed.

In addition we may share your information with other organisations to support you, this will be dependent upon your individual requirements.

#### How we will further use your information

Your information will be used for statistical analysis to ensure the success of current and future programmes. The information will be used with details of others on the programme and you will not be personally identifiable.

## **The lawful basis on which we use this information**

We collect and process information about you under **Article 6: 1 (a) Consent**

## **Storing this information**

Kirklees Council holds your personal information in a secure environment. Your information will be retained for 12 months following date of closure.

You are able to request that your details are closed on the In2Care Kirklees database at any time by sending an email to [In2CareKirklees@kirklees.gov.uk](mailto:In2CareKirklees@kirklees.gov.uk).

## **Who we share this information with**

We routinely / may share this information with:

- Other services within Kirklees Council (Works Better Team)
- Other partners (Care Providers)

## **Why we share this information**

We share information with the Care Providers in the Kirklees area to support you to find a role in care (recruitment only purposes).

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 privacy notice for Kirklees Council at [www.kirklees.gov.uk/privacy](http://www.kirklees.gov.uk/privacy)

If you would like further information about this privacy notice, please contact: Rachel Barratt (Workforce Planning Team)

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](mailto:DPO@kirklees.gov.uk) or by ringing 01484 221000.