

Privacy Notice (How we use your information)

Adult Learning Kirklees

Kirklees Council is committed to supporting participants into further education, employment, and training or volunteering. To do this, the Council secures external funding from a number of funding bodies. Adult Learning and Skills receives funding from the West Yorkshire Combined Authority – Adult Education Budget to deliver a programme of short courses targeted at Kirklees residents aged 19+.

Delivery focuses on community development, providing opportunities for local people to build their skills and confidence to be successful in learning for themselves, their families and their communities. Activity includes training for volunteers, personal development, confidence building, digital inclusion and family learning. The approach is to work with local organisations which have a strong relationship with residents to increase the local capacity to deliver and support learning.

The following organisations deliver Adult Learning provision on behalf of the Council:

- Aalfy Ltd
- Crosland Moor Community Learning Centre
- Kirklees Success Centre
- Proper Job Theatre Company
- Ravensthorpe Community Centre

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

In order to provide you with high quality, safe services that are relevant to your needs, the Council will collect and hold information about you. This will include:

- Personal information (such as name, learner ID/ULN (Unique Learner Number), address, postcode, telephone number, email address, country of residence for last 3 years, National Insurance number, date of birth, qualifications and education level, employment status, length of unemployment/length of employment, hours of employment, benefit status, household situation, date of enrolment)
- Special characteristics (such as gender, ethnicity, disability status and type, health information)
- Attendance information
- Achievement information
- Examining Board outcome
- Progression on programme such as completion, volunteering, learning/education & employment
- Eligibility Self Declaration.

Why we collect and hold this information:

We use participant data on programmes to:

- Provide you with learning and the most effective support to enable you to develop your learning and skills
- Enable us to carry out specific functions for which we are responsible
- Co-ordinate and deliver services for participants in Kirklees and understand all the potential issues affecting participants
- Target help and support to those who need it most
- Evaluate performance and to set targets for programmes
- Derive anonymised statistics which inform decisions and evaluate the effectiveness of the support provided
- Assess performance and to set targets for programmes.
- Showcase case studies to highlight success stories; this may include sharing with the West Yorkshire Combined Authority, nomination to the annual Adult Learning Awards event or to our sponsors for a monthly prize draw. Additional consent will be obtained prior.

The lawful basis on which we use this information:

We collect and use this information under **Article 6: 1(e)** processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

Article 9: 2(b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

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.

Storing this information

Kirklees Council holds your personal information in a secure environment. We hold participant data for a minimum of 6 years from the end of the financial year in which the programme ends. Due to funding requirements information will be retained by Kirklees Council as per the contractual requirements with the Department of Education. Currently this is till December 2030. Kirklees Council will retain this information in secure storage as per the retention requirements, after which the records will be destroyed.

Who we share this 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.
- Funding bodies (WYCA & Department of Education)
- Learner Records Service in order to obtain Unique Learner Number (ULN) so any episode of learning may be added to your personal record.
- Delivery Partners.

Further information can be found in the programme specific privacy notices

<http://www.kirklees.gov.uk/beta/information-and-data/how-we-use-your-data.aspx>

Any data shared will be transferred, handled, stored and securely destroyed after the completion of the programme in accordance with GDPR.

Why we share this information:

We share participant data with funding bodies as this forms part of our legal requirement. This data sharing underpins funding, educational attainment policy and monitoring and enables them to produce statistics, assess our performance, evaluate government funded programmes, make accurate grant payments and ensure the best use of public funding. We may share your information with local agencies to fulfil our legal requirements under law. We may also share your information with our delivery partners, where you are accessing the programme, in order to ensure that you receive the right level of support.

Further information:

If you would like further information about how we manage your data specifically for the programme you are engaged on, please see the privacy notice Kirklees Council at

<http://www.kirklees.gov.uk/beta/information-and-data/how-we-use-your-data.aspx>

If you would like further information about this privacy notice, please contact:

Employment and Skills Team

employmentandskills@kirklees.gov.uk

(01484 221000)

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.