

Privacy Notice (How we use your information)

Kirklees Kickstart Careers Boost

We take the security of your personal data very seriously. This privacy notice sets out why we need your information, what we need and how we will use it.

Why do we collect your data?

Kirklees Council is acting as a Gateway for Kickstart funding and alongside our delivery partners C&K Careers are providing employability support under a programme called Careers Boost. To do this we receive funds from The Department of Work and Pensions (DWP). The DWP are the commissioner for the Kickstart scheme.

- Kirklees Council have an obligation to collect information in line with the purposes of the aims and objectives of the Kickstart programme, to ensure we are able to effectively deliver the scheme.
- We also have an obligation to you as an individual to collect the data that is necessary, and only that which is necessary, to help you achieve your aims and objectives.

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

- Personal Data includes first name, last name, Kickstart URN number, date of birth, age, nationality, national insurance number and gender, home address, email address and telephone numbers.
- Employment & Educational Data includes job title, qualifications, employment status, attendance and engagement at Careers boost sessions. We may also collect information on time out of work, previous work history, previous employment support received, previous training received.
- Special Categories of Personal Data includes details about your race or ethnicity, and information about your health.

Why we collect and hold this information

We use this personal data in order to:

- Provide you with the Career Boost service.
- To perform the contract we are about to enter into or have entered into with you, the DWP and your employer.
- Where we need to comply with a legal or regulatory obligation.
- To support you with your aims and objectives in regards to employability and career aspirations.
- Assess the quality of our services.
- Evaluate and improve our performance.
- Derive statistics which inform decisions about future delivery of services.

The lawful basis on which we use this information

We collect and process information about you under Article 6(1)(e) – performance of a public task, and Article 6(1)(b) – performance of a contract (that is, the contract you are entering into with the Kickstart scheme).

If we collect any Special category data (more sensitive data, such as your ethnicity or health), we will do this under Article 9(2)(a) – explicit consent. This means that you can choose whether to give us the information.

Storing this information

We will hold the information about you securely, and for no longer than reasonably necessary.

We will hold it for 8 years in order to comply with the funding requirements of the programme. We will not store your data for longer than is necessary to fulfil the contractual obligations, including satisfying any legal, accounting or reporting requirements.

Who we share this information with

We routinely share this information with:

- Our Delivery Partners C&K Careers Ltd.
- The DWP to perform the contract we have entered into.
- We share your attendance and engagement at Careers boost sessions with your Employer.
- We may share your information with local agencies to fulfil our legal requirements under Law.
- Anonymised Aggregated KPI data is shared where requested with other council services who are interested in project performance – in these cases no individual learner data is shared.

Why we share this information

We share information with our delivery partners and your employer where you are accessing the programme in order to ensure you receive the right level of support.

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 [Kirklees Council privacy notice](#).

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.