

Privacy Notice (How we use your information) For Volunteers

Talk English – Let’s Talk

Talk English – Let’s Talk provides support to people with low levels of English to help them improve their language skills, access services and get more involved in the community. In order to do this we recruit, train and support members of the public to train as volunteer tutors to help deliver the programme.

The Talk English - Let’s Talk programme is funded by Kirklees Council and is delivered by community partners.

The organisations delivering the Talk English – Let’s Talk programme on behalf of the Council:

- Paddock Community Trust
- Ravensthorpe Community Centre Limited
- Thornton Lodge Action Group

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

In order to provide you with the necessary training to undertake volunteering the Council through its delivery partners will collect and hold information about you. This will include:

- Personal information: Title, First name, middle name, surname, address, postcode, telephone number, date of birth, email address and gender
- ID for disclosure and barring services (DBS) checks may include but not limited to; passport, bank statement, birth certificate, driver’s licence
- Special characteristics: disabilities or additional support needs
- Start date and location of volunteering
- Information included on your Application Form including references, details provided of education and employment history
- Attendance information
- Assessment information

Why we collect and hold this information

We use this personal data in order to:

- Make a decision about your volunteering recruitment or appointment including assessing your skills, qualifications or experience
- To assess your suitability to undertake volunteering including Disclosure and Barring Service (DBS) checks
- Provide you with the necessary training to undertake volunteering and provide you with the most effective support
- Enable us to carry out specific functions for which we are responsible
- Complying with health and safety obligations
- Evaluate and assess the quality of our services to improve our performance

The lawful basis on which we use this information

To enable us to provide you with the relevant training and assess your suitability to undertake volunteering it is necessary for us to use your personal information to help assess your needs and identify the most appropriate services available. To do so we will use the following legal basis for processing your information:

- Public task: 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;
- Contract: The processing is necessary for a contract we have with you, or because we have asked you to take specific steps before entering into a contract.

You may also choose to give us information about your physical health, mental health or disability status, so that we can give you extra support. This could include extra support for your training or help with access to a building. To do so we will use the following legal basis for processing your information:

- Consent: You have given clear consent for us to process your personal data for a specific purpose

Kirklees Council has duties placed under the Local Government Act. Further detail can be found at the Local Government Act Extract 2 Promotion of well-being.

<https://www.legislation.gov.uk/ukpga/2000/22>

Storing this information

We will hold the information about you securely, and for no longer than reasonably necessary. We will hold it for 6 years from the end of the financial year in which the project ends. This is in order to comply with financial regulations.

Who we share this information with

- Your data will be shared with our delivery partners. All data will be securely transferred, handled, stored and destroyed.
- We may share your information with local agencies to fulfil our legal requirements under law.
- We work with a range of other support services who may be able to help you further. With your agreement we may share your data to further support you

Why we share this information

- We will share your information with our delivery partners where you are undertaking your volunteer training and/or volunteering, in order to ensure that 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 privacy notice for Kirklees Council at www.kirklees.gov.uk/privacy

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.