

Privacy Notice (How we use your information) For Learners

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.

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 high quality and safe services which are relevant to your needs, the Council will collect and hold information about you. This will include:
- Personal information: Full name, address, postcode, telephone number, age and gender
- Special characteristics: disabilities or additional support needs
- Attendance information
- Assessment information, including levels of speaking, reading and writing English

Why we collect and hold this information

We use this personal data in order to:

- Provide you with learning and the most effective support to enable you to attend and develop your language skills
- Enable us to carry out specific functions for which we are responsible
- Co-ordinate and deliver services for participants in Kirklees
- Understand all the problems affecting participants and target help and support to those who need it most
- 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 services to you it is necessary for us to use your personal information to help assess your needs and identify the most appropriate services and training available. To do so we will use the following legal basis for sharing your information:

- 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;

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. The Council also delivers the This Way For English Programme through Third Sector Leaders. This programme supports learners with a language need.

Why we share this information

- We will 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.
- 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.