



# Privacy Notice (How we use your information)

## Works Better 15-25

Works Better 15-25 is funded by the European Social Fund, supporting local residents wanting to start work or move into further education or training, across Kirklees. The programme pulls together two projects, the Leeds City Region Employment Hub (managed by the West Yorkshire Combined Authority and the Youth Engagement Progression programme (managed by the City of Bradford Metropolitan District Council).

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

- Personal information - title, first name(s), surname, address, postcode, email address, national insurance number, age, date of birth, right to work in United Kingdom, telephone no, name of any benefits being claimed, if you live in a single adult household, if you have dependent children, if you live in a jobless household, your highest level qualification, if you have a basic skills need, how long been out of work, details of your work coach (JCP), previous work history, previous employment support received, DBS disclosure where relevant, if you hold a driving licence
- Special Characteristics - gender, ethnicity origin, disability status.
- Attendance information
- Details of your progression which could include but not limited to employment, further learning/education and volunteering

### Why we collect and hold this information

We use participant data on programmes to:

- Enable us to carry out specific functions for which we are responsible
- Provide the most effective support that we can
- Understand all the problems affecting participants
- Target help and support to those who need it most
- Evaluate performance and to set targets for programmes
- Co-ordinate and deliver services for participants in Kirklees
- Derive anonymised statistics which inform decisions and evaluate the effectiveness of the support provided
- Assess performance and to set targets for programmes

### 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.





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

Kirklees Council holds your personal information in a secure environment. As per the funding requirements for this programme, we are legally obliged to retain your information until the ESF programme is complete. This will be reviewed, however it is anticipated to be at the earliest, the 31<sup>st</sup> December 2033 to comply with ESF funding regulations.

### Who we share this information with

We routinely share this information with;

#### Delivery Partners

Kirklees Council	Kirklees Neighbourhood Housing	Fusion Housing
Proper Job Theatre Company	Employability Solutions	Paddock Community Trust
C&K Careers	Inhouse Training Ltd	

#### National Government Department

Department of Work and Pensions (DWP)

#### Local Government Departments

West Yorkshire Combined Authority  
Bradford Council

With your agreement we may work with and therefore share data with other organisations to support you, this will be dependent upon your individual requirements.

### 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 this privacy notice, please contact:

Works Better 15-25

[Worksbetter1525@kirklees.gov.uk](mailto:Worksbetter1525@kirklees.gov.uk) (01484 221000)



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Further information on Kirklees Council General Privacy notice and the Employment and Skill Privacy Notice (under the Heading Economy and Infrastructure) can be found at:

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



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**In addition the following information advises how the Department for Work and Pensions (ESF) collect and process your data.**

### **The purposes of the data processing**

The information you provide to Works Better will be shared with the Department for Work & Pensions (DWP) and used to evaluate this project and to report to the Works Better and European Social Fund for monitoring purposes, in line with European Commission regulatory requirements.

Your information will also be shared with research organisations working on behalf of the Department for Work & Pensions who may contact you to discuss your involvement in the project for research purposes.

Participation in research is voluntary and you will be asked to consent before taking part in any research activity you may be contacted about.

The DWP may also link your personal details to official administrative records in order to monitor your employment status before your ESF support began and 6 to 12 months after you left. This information may also be shared with research organisations working on behalf of the DWP however individuals will **not** be identifiable and you will **not** be contacted about this research.

Data will **not** be used or shared for any commercial or marketing purposes.

At all times your information will be kept securely, and nobody will have access to it that shouldn't.

### **The lawful basis for the processing**

For the purposes of the General Data Protection Regulation (GDPR), the DWP is the data controller in respect to information processed which relates to all participation in the European Social Fund. ESF grant beneficiary organisations are data processors in respect to information processed which relates to participants in the operations and projects funded by the European Social Fund.

DWP is **not** the controller for any other / additional data collected by Works Better that is not essential for delivering the ESF programme, or for any personal data that would normally be collected anyway by Works Better.

The [ESF Programme Action Note 018/18](#) sets out the lawful basis for processing personal data under ESF.

### **The retention periods for the personal data**

All personal data held by DWP or research contractors **for the purposes of evaluation** will be permanently deleted no more than six months after the research has been completed (i.e. when the final report is published on GOV.UK).

Personal data held by DWP for all other ESF purposes as required by European Commission regulations will be retained in line with the current guidance on GOV.UK at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/591617/ESF\\_Guidance\\_on\\_document\\_retention.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/591617/ESF_Guidance_on_document_retention.pdf)





### **The rights available to individuals in respect of the processing**

If you do not wish your personal data to be used for ESF evaluation purposes please contact [ESF.EVALUATIONS@DWP.GSI.GOV.UK](mailto:ESF.EVALUATIONS@DWP.GSI.GOV.UK) and we will delete your data held for these purposes and you won't be contacted about participating in research.

More information about how and why DWP uses your personal information, including how to ask for a copy of the personal information DWP holds about you can be found in DWP's *Personal Information Charter* at: <https://www.gov.uk/government/organisations/department-for-work-pensions/about/personal-information-charter>

Information about how to ask for a copy of the information DWP holds about you (known as a 'Right of Access Request') can be found at <https://www.gov.uk/guidance/request-your-personal-information-from-the-department-for-work-and-pensions>



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