

Community Learning Works - Privacy Notice

This Privacy Notice provides further detail on how your information may be shared through the Community Learning Works programme. These details explain how we use and share any information we collect during your engagement with the programme.

Community Learning Works challenges social and economic exclusion amongst particular groups in Kirklees, by creating opportunities for access to learning, qualifications, volunteering and employment. The programme is principally aimed at people who find it difficult to engage with, and may feel isolated, from mainstream skills and training provision.

The Community Learning Works programme is currently funded by Kirklees Council and overall delivery is managed by Third Sector Leaders (TSL), a charitable incorporated body providing a voice for charities and not for profit groups who are working to support Kirklees people, families and communities. This organisation is the Data Controller and is responsible for the collection and secure storage of your information.

Specific Categories of Information we will collect

If you are a participating on the programme we will collect;

Personal information:

Full name	Address	Postcode	Telephone number	Recent learning history
Email address	Benefit status	Date of birth	Employment status	Length of Residency in UK

Special characteristics (Sensitive Data):

Gender	Ethnicity	Disability Status	
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We will also collect and share:

Attendance information	Assessment information, including progression within the programme
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In addition we will share your information with:

Kirklees Council

With your agreement we will be working with and therefore sharing your data with Kirklees Council. We may also share your details with other organisations who may be able to offer you additional support. This will be dependent upon your individual requirements and will only be done with your express permission.

There is a data sharing agreement in place between Kirklees Council and Community Learning Works, ensuring all data is securely transferred, handled, stored and destroyed.

How we will further use your information

If you are participating on the programme your information will also be used for statistical analysis to ensure the success of current and future programme delivery. The information will be used in conjunction with details of other learners on the programme to produce aggregated numerical data and you will not be personally identifiable.

How will your information be stored

Paper based information is stored in a locked filing cabinet in a secure office whilst data held digitally is saved on a password protected file.

How long will we keep your information

We will keep your information for 1 year after the programme has finished and then paper information will be shredded and digital information deleted.

Access to your information

You have the right to access a copy of the information that we hold about you. If you would like a copy of all or some of the personal information we hold please contact TSL (details below)

Further information

If you have any worries or questions about how your personal data is handled, please contact TSL

Email: info@clwkirklees.org.uk

Tel: 01484 519053

Address: 12 New Street, Huddersfield, HD1 2AR