

# PRIVACY NOTICE

## (HOW WE USE YOUR INFORMATION)

Proper Job theatre company is an adult education provider working across Manchester, Kirklees and Calderdale. We need to collect information for recruitment, delivery and funding.



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

- Personal information - title, first name(s), surname, address, postcode, email address, telephone number, national insurance number, age, date of birth
- Right to live/work in the United Kingdom/Asylum seeker/refugee/immigration status (including date of entry to UK)
- Benefit status; name of benefits being claimed, confirmation that your take-home pay is within our eligibility for the programme(s) you engage with
- Special Characteristics – gender identity, ethnicity/ethnic origin, disability status, health/wellbeing declaration.
- Employment status; length of employment/unemployment, previous work history, employment support received/receiving, confirmation that your take-home pay is within our eligibility for the programme(s) you engage with
- Household situation; if you live in a single adult household, if you have dependent children, if you live in a jobless household.
- Qualifications; your highest level of qualification, if you have a basic skills need, DBS disclosure where relevant
- Attendance information - how you engage with our programme(s). Progression information - where you work/volunteer/programme(s) you engage with following our provision

### 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
- 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

- Data Protection Act 2018
- Data (Use and access act) 2025

The lawful bases for processing are set out in Article 6 of the GDPR Act. At least one of these will apply whenever we process personal data:

- (a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.
- (b) Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.
- (c) Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations).
- (d) Vital interests: the processing is necessary to protect someone's life.

(e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

(f) Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)

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.

Article 9 lists the conditions for processing special category data. At least one of these will apply whenever we process personal data:

- (a) Explicit consent
- (b) Employment, social security and social protection (if authorised by law)
- (c) Vital interests
- (d) Not-for-profit bodies
- (e) Made public by the data subject
- (f) Legal claims or judicial acts
- (g) Reasons of substantial public interest (with a basis in law)
- (h) Health or social care (with a basis in law)
- (i) Public health (with a basis in law)
- (j) Archiving, research and statistics (with a basis in law)

### **Storing this information**

Proper Job holds your personal information in a secure environment. As per the funding requirements we will hold your data for 7 years. Questions about storing data safely can be directed to the IT company or Data Protection Officer.

### **Who we share this information with**

We routinely share this information with;  
Other services within Councils, Funding organisations, awarding bodies.

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, contact [mail@properjob.org.uk](mailto:mail@properjob.org.uk)