



Step Forward – Privacy Notice (September 2025)

Welcome to our programme to support you towards employment, education or training.

What is a Privacy Notice?

As part of our service we will need to collect data and information from you. It is part of our duty and responsibility to share with you how that information will be used, stored, who will access the information and what rights you have. This is called a Privacy Notice.

What service is being provided?

This programme is funded via West Yorkshire Combined Authority (WYCA), who in turn have received funding from the Department of Work and Pensions (DWP). The focus of the Trailblazer Work and Health VCSE 2025-26 Grant programme is to reduce economic inactivity through interventions to support economically inactive Leeds residents that have the right to work in the UK to increase their levels of confidence and self-esteem and inspire them to take the first steps into accessing support in order to progress nearer to or into employment. As part of the funding arrangements, we are required to monitor programme participant eligibility, progress and achievement and share this information with WYCA and DWP.

We will gather information to assess current situation and provide targeted specialist support based on your individual needs and circumstances for any participant aged 16 to age 24, where mental health is a concern, and who are seeking support to minimise barriers to education, employment or training.

What personal data do we need from you?

- Name
- Address
- Date of birth
- National Insurance Number
- E-mail address
- Telephone number
- Employment status
- Education status
- personal data revealing racial or ethnic origin;
- personal data revealing Gender
- health conditions
- Self-declaration of criminal record



Who will be using your personal data?

Data controller and processors are BARCA Leeds and Leeds City Council / DWP and WYCA

Department for Work Pensions Caxton House 6 – 12 Tothill Street London SW1H 9NA	West Yorkshire Combined Authority Wellington House 40-50 Wellington St Leeds LS1 2DE	Leeds City Council Merrion House 110 Merrion Way Leeds LS2 8BB
Who are the statutory funding body for this programme.	Who are responsible for administering the funding at a West Yorkshire regional level.	Who are responsible for administering the funding for Leeds residents.

What will it be used for and what gives us the right to ask for it and use it?

We use your information to:

- Assess your eligibility for the programme
- Monitor your progress and achievements as a result of receiving support
- Provide information on appropriate employment opportunities

All the data collected will be treated in strict confidence and in accordance with the requirements of the Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR). The data provided by you will only be used for the purpose(s) specified.

We collect and hold your information to enable us to meet the conditions of the Get Britain Working Trailblazer Grant Funding Agreement with WYCA.

We will process your **personal data** in accordance with UK GDPR Article 6(1). The processing shall be lawful only if and to the extent that the following applies:

- Article 6(1)(b) – processing is necessary for the performance of a contract to which the data subject is party.

We will process your **special category data** in accordance with UK GDPR Article 9(2). The processing shall be lawful only if and to the extent that the following applies:

- Article 9(2)(g) - Substantial public interest laid out in law (need to list at least one of 23 specific substantial public interest conditions set out in Part 2 of Schedule 1 of the DPA 2018);

The processing of special category data under Article 9 and criminal offence data under Article 10 are further supported by the following conditions in Schedule 1, Parts 1, 2 and 3:

1. Employment, social security and social protection

All the listed conditions require an Appropriate Policy Document to be in place, which sets out and explains the procedures for securing compliance with the principles in Article 5 and policies regarding the retention and erasure of such personal data. Our Appropriate Policy document provides further information about this processing and supplements this privacy notice.



Who else might we share your data with?

West Yorkshire Combined Authority who will use this information to confirm our compliance with the Get Britain Working Trailblazer Grant Funding Agreement and also to evaluate the impact, effectiveness and value for money of the scheme. This information will then be shared by WYCA with DWP. Volition - Leeds who act as managing agents for us and undertake a range of quality and administrative duties for the Programme on our behalf.

In addition, we will share your personal data:

- where such disclosure is necessary for compliance with a legal obligation to which we are subject;
- in order to protect your vital interests or the vital interests of another natural person;
- for the purposes of security and prevention of fraud and other criminal activity;
- where such disclosure is necessary for the establishment, exercise, or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure.

Educational provisions, Children's services, housing associations, job centres, other agencies involved in supporting you.

This will be done only with your express permission unless we feel someone is at risk.

How long will your data be kept?

Up until 31 March 2033

Our use of your data will be subject to the following legal rights:

The following rights under data protection law are available under the UK GDPR:

- the right to access – you can ask for copies of your personal data
- the right to rectification – you can ask us to rectify inaccurate personal data and to complete incomplete personal data
- the right to erasure - where you can ask us to erase your personal data
- the right to restrict processing – you can ask us to restrict the processing of your personal data
- the right to data portability (where you can ask that we transfer your personal data to another organisation or to you)
- the right to object to processing (where you can object to the processing of your personal data) and
- the right to complain to a supervisory authority – you can complain about our processing of your personal data

All data rights apply where we process your information based on your consent.

Where we process your information under the terms of the contract, certain rights do not apply, such as the right to objection to processing and the right to withdraw consent.

These rights are subject to certain limitations and exceptions. You can learn more about your rights through the [‘Your individual rights page’](#), and [the Information Commissioner's Office external link](#).



You may exercise any of the above rights in relation to your personal data by writing to us, using the contact details provided below

Link to a relevant other privacy notice

<https://www.gov.uk/government/organisations/department-for-work-pensions/about/personal-information-charter>

Visit the following links for more information about Privacy Law, our obligations and your Rights:

[The ICO Guide to the General Data Protection Regulation 2016](#)

[The General Data Protection Regulation 2016](#)

If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:

Postal Address	BARCA-LEEDS, Manor House (Head Office) 259 Upper Town Street Bramley Leeds LS13 3JT
Email	dataprotection@barca-leeds.org
Phone Number	0113 2559582.

If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:

Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Online Form	https://ico.org.uk/concerns/handling/
Phone Number	0303 123 1113

For our full privacy notice: <https://barca-leeds.org/>