

Privacy Notice (How we use information for the 14-19 Programme)

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

- personal information (such as name, unique learner number, contact details).
- characteristics (such as ethnicity, special educational needs information, barriers to participation, language, medical information, exclusion/behavioural information).
- details of meetings and interventions (discussions with adviser, progress updates, details of support provided, referrals).

Why we collect and use this information

We use young people's data to comply with our statutory duties to:

- enable us to support young people into suitable education and training provision
- provide support that will encourage, enable or assist young people to participate in education or training
- enable us to have a strategic overview of the provision available in our local authority area and to identify and resolve gaps in provision.

The lawful basis on which we use this information

We collect and use this information under the provisions and obligations imposed by the General Data Protection Regulation (GDPR) which came into force on 24th May 2016 and comes into effect on the 25th May 2018 and the Data Protection Act 2018.

The lawful bases for the processing of this data are:

- Article 6 (1) (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.

Local authorities have broad duties to encourage, enable and assist young people to participate in education or training. Specifically these are:

- To secure sufficient suitable education and training provision for all young people in their area who are over compulsory school age but under 19 or aged 19 to 25 and for whom an Education, Health and Care (EHC) plan is maintained. This is a duty under the Education Act 1996
- To fulfil this, local authorities need to have a strategic overview of the provision available in their area and to identify and resolve gaps in provision.
- To make available to all young people aged 13-19 and to those between 20 and 25 with special educational needs and disabilities (SEND), support that will encourage, enable or assist them to participate in education or training under Section 68 of ESA 2008.

This is also collected under GDPR Article:

- Article 9 (2) (g) processing is necessary for reasons of substantial public interest
- Article 9 (2) (j) for archiving, research and statistics purposes
- Article 9 (2) (b) for employment, social security and social protection purposes.

The data is also used by Career Connect and Sefton Council to monitor Service provision and help plan for future service development. Anonymised information will be used to provide data for bids to enable us to attract additional funding.

Collecting this information

Career Connect are contracted by Sefton Council to carry out the public duties on our behalf and collect this information.

You do not have to provide any information to us directly, however we may still receive information about you from education institutions or other public bodies as they have specific duties to supply relevant information to us. Any additional information provided would assist us in making contact and referring you to the appropriate service.

You can opt out of using the service at any time by advising us that you do not require support when we contact you, however under our statutory duties we may still need to contact you at set intervals to see if you are participating in education, employment or training or to check if you need any further support at that time.

Storing this information

Your information will be stored securely on the Career Connect database.

Data is only held for as long as is necessary to enable us to provide services to the young people whose data is being held.

In the main we will store young people's data up to their 20th birthday, apart from for those leaving care and those with an education health and care plan. In these circumstances we will retain data up to the young person's 25th birthday.

Who we share this information with

We may need to pass your information to other people and organisations that provide our service under contract or to other organisations and services that help us to meet our duty to provide relevant support. These providers are obliged to keep your details securely, and use them only to fulfil our duties. These include:

- Career advice and engagement services working under contract to Sefton Council (currently Career Connect)

Provisions under the Education and Skills Act 2008 allow Sefton Council to share your information with other Council Department or public bodies, including;

- Government agencies or authorities e.g. Department for Work and Pensions

- Local Authorities, to assist with their tracking duties, should you move to or from Sefton.
- Education and training service providers e.g. training providers, colleges
- Other departments within Sefton Council e.g. Social Care, Youth Offending Service, Children's Services

We would gain your consent to share special category data with services or providers outside Sefton Council and Career Connect.

Data collection requirements

The data we collect is required to enable you to access the information, advice and guidance services offered by Career Connect on behalf of Sefton Council, to enable us to source suitable support mechanisms and comply with our statutory duty. The lawful basis for processing can be found on page 1 of this document.

Requesting access to your personal data

Under data protection legislation, clients have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your record held by Career Connect, contact

Stewart Nicolson - Career Connect Data Protection Officer Tel 0151 600 7800 email data.controller@careerconnect.co.uk

The rights to access, erasure, rectification and data portability all need careful consideration, along with the right to object to direct marketing, profiling and processing under legitimate interests. The GDPR provides the following rights for individuals:

- the right to be informed about the collection and use of their personal data.
- the right to access their personal data and supplementary information.
- the right to have inaccurate personal data rectified, or completed if it is incomplete.

Please note that your right to erasure and right to data portability do not apply because of the particular lawful basis under which personal data is being processed.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

- the right to lodge a complaint with the supervisory authority (the Information Commissioner's Office)

Under data protection legislation you have the right to request access to the information we hold about you.

To make this request please contact:

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Further information

If you would like further information about this privacy notice, please contact:

**Information Management and Governance Lead (Data Protection Officer)
Tel. Catherine Larkin 0345 140 0845 email ino.information@sefton.gov.uk**