Privacy Notice and Data Sharing – Careers & Destinations

Introduction

To support students and provide advice and guidance about potential career opportunities, and to make sure that their next phase of education or training is as successful as possible, it is essential that the right information is shared.

As part of our work with other organisations to provide careers and youth service support, information will be shared with those providers.

When students are preparing to leave us, and upon confirmation of acceptance of a place or enrolment at the student's chosen placement, personal data will be made available to that organisation. The purpose of processing the data is to ensure that on transfer to the next setting, all relevant student information is provided. This is to support students during the transition process and to settle into the next setting.

We will not give information about you to anyone outside of the Trust without your consent unless the law allows or requires us to do so.

Information we are required to provide

Legally we are obliged to pass intended destination, September guarantee and annual activity processes to the Local Authority (LA) and careers services. This may be direct to the LA or via a LA approved post-16 transition portal. Further processing of the data will be undertaken by agreed third parties.

The LA has legal obligations under the Education and Skills Act 2008 and the Apprenticeship, Skills, Children and Learning Act 2009 to assist, encourage and enable young people to participate in education or training. Statutory guidance in force from 1st September 2022 requires the Trust to provide careers guidance from year 7 onwards (and young adults with learning difficulties or disabilities up to the age of 25). The LA may pass on the information we share with them to the Department of Education (DfE).

The relevant legislation is:

- Section 42A, 42B, 45 and 45A of the Education Act 1997
- Section 72 of the Education and Skills Act 2008
- Schedule 4 (15) of the School Information (England) Regulations 2008
- Education (Careers Guidance in Schools) Act 2022 in force 01 September 2022

What data is shared

The following data is shared about you:

- what you are intending to do after year 11 in terms of education, training or employment (your intended destination)
- which post-16 provider made you an offer of a place on a course at the end of year 11 and whether you took up the offer and started a course in year 12 (referred to as the September guarantee)
- what your destination is after you leave year 11 if we are aware of this (as part of the annual activity survey)

Information we share to aid your education and training

Some of the information we collect from you during year 10 and 11 is also shared by the LA with providers who have been commissioned to deliver support services and/or post-16 providers and could offer you opportunities to support your transition into post-16 education and training.

Information we share about you to other providers and settings

To support your careers support provision and/or transition to post-16 education we, or the LA, may also need to share further information this may include:

- personal information (such as name, unique pupil number and address)
- characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- contact details, including parental contact details
- attendance information (such as, but not limited to, attendance percentages, number of absences and absence reasons)
- assessment information (such as, but not limited to, exam results and teacher assessment judgements)
- relevant medical information
- special education needs information
- behavioural information (such as, but not limited, exclusions, attitudes to learning)
- safeguarding information (such as, but not limited to, involvement of other agencies)
- post-16 destination and enrolment information

Depending on your next destination, some categories above may be shared by consent rather than us being obliged to do so.

If upon selecting your next destination, there are categories of data you would prefer to withhold, please contact the school in writing. We will then advise if we must pass the data on or not.

How we keep your information safe

Both the Trust and LA keep information about you on computer systems and sometimes on paper. There are strict controls on who can see your information. Other organisations are required to comply with the Data Protection Act 2018.

Need to know more about how we process your information?

There are more details on our Trust website under the data protection section.

We are required by law to pass on certain information of students aged 16+ to providers of (youth) support services in your area. This is the local authority support service for young people aged 13-19 in England Section 507B of the Education Act 1996. For example, where disclosure of learning support need has been declared, we are required to provide the names and address of you and your parents/carer, along with any further information relevant to both Youth Support Services and Careers Advisers.

However, where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / pupil once they reach the age 16.

However, if you are over 16, you or your parents/carer can ask that no information beyond names, addresses and your date of birth can be passed to the support services.

Please note that safeguarding and child protection legislations takes precedency over this request so this information will be shared.

For more information about young people's services, please go to the National Careers Service page at https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx

What happens next?

The College or University will have their own data protection policy and privacy notices; you will need to contact them with any queries. The data we have supplied to them will only be retained on our systems to manage the transition and also in line with our data retention responsibilities, and these are set out in our retention schedule.

Review

The Trust will update this Privacy Notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.