

Privacy Notice

Connexions

About Connexions

The Connexions service at Southend-on-Sea Borough Council work in partnership with schools, colleges and training providers to ensure the best support is available for young people up to age 19 (up to 25 for young people with learning difficulties and/or disabilities). Part of their services is offering advice and guidance on career choices, training and support in finding employment. Connexions personal advisers offer one to one support to help young people overcome any barriers that are preventing them moving into learning, training or work.

We believe you should always know what data we collect from you and how we use it. As part of our ongoing commitment to transparency, and in line with the new data protection legislation that take effect from 25th May 2018.

This privacy notice advises you on:

- Who we are
- What information we collect
- Why we collect it
- What we do with your information
- The legal basis for collecting your information
- Your right to access your personal data

What information do we collect?

- Personal information (such as name, address, postcode, phone numbers)
- Characteristics (such as ethnicity, language, nationality, country of birth, free school meal eligibility and special educational needs information)

- Attendance information (such as sessions attended, number of absences and absence reasons; exclusions/behavioural information)
- Post 16 learning information (such as current situation, destinations, start dates, establishments attended)
- Qualification type (such as education qualifications, courses and level)

Why we collect and share your information?

By collecting your information, we can understand your next steps, help you to plan and offer you a progression route or, if you are not in learning, supply you with information on the learning opportunities available such as:

- going to college
- taking an apprenticeship
- entering employment with training
- self-employment
- volunteering with training.

We are the 'data controller' of your information and will adhere to strict controls to protect it as set out Data Protection Legislation (the General Data Protection Regulations (GDPR) and the Data Protection Act (DPA) 2018). We may use your information for research or planning of services but your personal details will be removed first.

Your information may be shared with other local authorities, as together we will support you to remain in education, employment or training. We are required to share certain data with Central Government Departments: Department of Education (DFE); HM Revenue & Customs (HMRC); Department of Work and Pensions (DWP) to support your

learning, welfare and safeguarding within the defined local authority areas.

We may also share data with post-16 education or training establishments so that they can supply you with further information on learning opportunities. Sharing your data will enable the Local Authority to fulfil key strategic responsibilities including:

- to support your learning
- to secure the provision of education and training and to encourage employers and yourself to participate.
- to provide information, advice and guidance and ensure equal opportunities
- to assess the quality of our services
- to comply with the law regarding data sharing

What is the lawful basis on which we use your information?

We collect and use your information to assist Southend-on-Sea Borough Council to fulfil its legal obligation under the Education and Skills Act 2008 and the Apprenticeship, Skills, Children and Learning Act 2009 and section 507B of the Education Act 1996 to assist, encourage and enable young people aged 13-19 (and young adults with learning difficulties or disabilities up to the age of 25) to participate in education or training.

Collecting and storing your information?

We collect your information from your school and during your involvement with us. The information we collect will be stored in a secure database at Southend-on-Sea Borough Council. Access to this secure database is limited to certain members of staff. The information will be retained in the secure database and will be destroyed in line with our corporate data retention policy.

How we share your information?

Information sent to the DfE or government department will be via a secure web-based database and has strict password controls for approved members of staff at Southend-on-Sea Borough Council. Information shared with other local authorities can be verbal or by secure email. All follow strict data protection guidance to ensure we protect your information.

Your rights and contact:

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

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 via our Data Protection Officer.

Alternatively, for independent advice about data protection, privacy and data sharing issues or to lodge a complaint about how we have handled your information you can contact the Information Commissioner's Office (ICO)

If you attend a school, further information including your rights are covered in the privacy notice given to you by your school at the beginning of the year, this outlines your full rights including right of access and right to complain.

Alternatively, you can find out more in Southend-On-Sea's policy and procedures on the individual rights of data subjects from the link shown below.

Southend-on-Sea Data Protection Officer

email: dataprotection@southend.gov.uk

Information Commissioner's Office (ICO):

Website: ico.org.uk

Email: casework@ico.org.uk

Southend-on-Sea website:

www.southend.gov.uk/privacynotice

http://www.southend.gov.uk/downloads/file/5536/the_individual_rights_of_data_subjects_policy_and_procedure