



Year 11 Pupils

How We Use Your Personal Information

The information St Richard's Catholic College collects from you during Year 10 and Year 11 may be shared with other organisations in order to provide you with career and other guidance, and for administrative, statistical and research purposes relating to education and training.

INFORMATION WE COLLECT, PROCESS, HOLD AND SHARE IN ORDER TO SUPPORT YOUR EDUCATION AND TRAINING:

- Your personal information (such as name, unique pupil number, telephone number, e-mail address and home address)
- Your attendance record
- Whether you have been excluded from school
- If you have any special educational needs
- Whether you are looked after
- Whether you are a carer
- Whether English is an additional language for you
- Whether you are a traveller
- Whether you receive, or have received, free school meals
- Whether you are currently supervised by the Youth Offending Team.

INFORMATION WE HAVE TO PASS ON BY LAW

We are required by law to pass some of your information to East Sussex County Council (ESCC) as part of the Intended Destination, September Guarantee and Annual Activity processes.

ESCC 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 aged 13-19 (and young adults with learning difficulties or disabilities up to the age of 25) to participate in education or training. ESCC may pass on the information we share with them to the Department of Education.

We share the following information 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), and
- 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 IN ORDER TO SUPPORT YOUR EDUCATION AND TRAINING

Some of the information we collect from you during Year 10 and 11 is also shared by ESCC with ESCC commissioned providers delivering youth support services in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide the following services:

- post-16 education and training
- youth support services
- careers advice

Under the Education and Skills Act 2008 and the Apprenticeship, Skills, Children and Learning Act 2009, in order 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, ESCC may also pass on the information we share with them to EFA/SFA funded post-16 providers who deliver in East Sussex and could offer you a progression route and support your transition into post-16 education and training.

HOW WE KEEP YOUR INFORMATION SAFE

Both St Richard's Catholic College and ESCC keep information about you on computer systems and also sometimes on paper. There are strict controls on who can see your information.

People working for the school and ESCC must have security checks before they are allowed to handle your information. We always remove personal details such as names and addresses when we publish any information for research, monitoring or planning reasons.

REQUESTING ACCESS TO YOUR PERSONAL DATA

Under data protection legislation, parents and pupils have the right to request access to information about them that is held. To make a request for your personal information, or be given access to your child's educational record held by their education provider, contact St Richard's Catholic College, or:

Data Protection Officer
East Sussex County Council
St Anne's Crescent
Lewes
BN7 1UE
www.eastsussex.gov.uk

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

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>

NEED MORE INFORMATION ABOUT SERVICES FOR YOUNG PEOPLE?

Information and guidance on post-16 provision and support available can be found at:

C360.org.uk

For additional careers advice you can visit the National Careers Service

<https://nationalcareersservice.direct.gov.uk>