



Privacy Notice

Education, employment and training activity of post-16 students

We take your privacy seriously and will only use your personal information for the purpose(s) listed in section 2 below. This notice provides details of how the Council collects and uses information (data) about you.

We will keep your information (data) secure at all times.

1. Who we are.

a) The Controller for the information we hold is Wakefield Council. Contact details:

Telephone: 01924 306112

Email: dataprotection@wakefield.gov.uk

b) If you have any queries regarding your information that we are using for the purpose outlined in section 2, please contact the Controller's representative, Skill Strategy Manager. Contact details:

Telephone: 01924 302057

Email: rlybourne@wakefield.gov.uk

c) The Council's Data Protection Officer is the Corporate Information Governance Team Manager. Contact details:

Telephone: 01924 306112

Email: dpo@wakefield.gov.uk

2. How we use your data:

The Employment, Skills Strategy and Operations Service and the Children and Young People's Service have obtained personal data from the Department for Education (DfE) to provide their services:

- Learner data for those who at the start of the academic year, are either aged: 16 to 19 (inclusive); or 16 to 24 (inclusive) if they are students with special educational needs (SEND).

We use this information to encourage participation in education and training, in accordance with the Education and Skills Act (2008), in order to support the provision of a targeted impartial information advice and guidance service for young people of Academic Age 16 or 17 and those of Academic Age 18 to 24 with SEND.

We offer an enhanced provision of support to young people not in education, employment or training (NEET) via face to face qualified careers advice and guidance and tailored

support to access employment, education or training. To enable us to provide our service to you we will share your information with Wakefield Connexions Service (Prospects).

3. What authority does the Council have to collect and use this information?

We use your information to fulfil our duties under the Education and Skills Act (2008) chapter 2 section 10.

Processing of data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (GDPR Article 6 (1)(e))

Special Category Data is shared by the DfE and processed by the Local Authority in accordance with: Article 9(2)(g)- for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

4. How long will we keep your data?

We will keep your personal information collected for the purpose(s) detailed in section 2 for a period of one year after which time it will be deleted from our systems. The reason for keeping information for this period of time is in accordance with our data sharing agreement with the Department for Education.

5. Your rights and your personal data

Under the GDPR you have the following rights:

Right of Access

You have a right of access to the personal information that the Council holds about you, and/or the right to be given a copy of the data undergoing processing.

Right to Rectification

You have the right to request that the Council corrects any personal data if it is found to be inaccurate, incomplete or out of date.

Right to Erasure

In certain circumstances, you may have the right to request your personal data is erased.

Right to Restriction of Processing

You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

Right to Portability

You have the right to request the Council provide you with your personal data and where possible, to transmit that data directly to another data controller. However, this only applies to data that you have provided to us and not to all the information that the Council holds about you.

Right of Complaint

You have a right to lodge a complaint with the Information Commissioner, please find contact details below.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

To exercise any of your rights, you should contact the Data Controller's representative as shown in section 1b.

6. Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.