

# Privacy Notice

## (Young Person's Version)

Connexions North Tyneside is a service that helps young people. We can give you support with school now, help you choose what you want to do as a job when you grow up, and we also write important reports about your progress which we need to send to the government.

To give you the help you need and to allow us to do our job we sometimes need to collect personal information about you. Personal information is any information that can identify you, such as your name, where you live and date of birth. It can also be more sensitive information as well, like the colour of your skin or medical information if you've not been very well before.

The law says that if we are collecting and using your personal information, we must tell you. Read this leaflet carefully so you can understand the reasons for using your information and what information we are using.



### Why do we collect your information?

We only collect information when we need it and to help us do our job. When we've collected it we use it for the following reasons:

- To provide a service to you
- To track and follow up young people that have left school
- To help people that aren't at school, work or in training
- To help you people decide what they want to do as a job in the future
- To follow the law, which says we must encourage young people to stay in education or training
- To write reports on the number of young people in education or training



### What information do we collect?

The information we collect includes the following:

- Your personal information – this is things like your name and where you live.
- Your characteristics – this is information about you like where you're from and what language you speak
- We collect information that allows us to give you extra help if you need it, such as if you have a special education need.
- We keep information if you've been ill or not very well before and it could effect your learning at school or progress in the future.



### Will we share your information with anyone else?

We will share your information with your permission or where the law says we can or should with :

- Schools – we tell them where you have gone after you have left school, such as if you have went to university or started a job.
- Department for Education – this is the part of government in charge of schools and education training and the law says we need to provide them with certain information about you.
- Partner organisations – this is other schools, colleges or people that provide education or training. We share your information with these so we can help and guide you to fulfil your future career choice.



### How long do we keep your information for?

We don't keep it forever, only for as long as we need it to help us do the thing we needed it for. We have a policy that tells us when to keep it and when to bin it.



### What are your rights?

The law gives you certain rights about how we use your information.

You and your parents have the right to:

- Be told how we use your information
- Ask to see the information we hold
- Ask us to change information you think is wrong
- Ask us to remove information you might think is not needed anymore
- Ask us to only use information in certain ways
- Tell us you don't want us to process your information anymore.

If there is information we are collecting is information that you can choose not to give us, you can tell us to stop collecting it at any time

If you want to use any of those rights or are worried the way we are using your information, send an email to [Connexions.NT@northtyneside.gov.uk](mailto:Connexions.NT@northtyneside.gov.uk) and they will do their best to help you. If you want to speak to someone who doesn't work at Connexions or North Tyneside Council, you can call the people who look after information, called the Information Commissioner's Office (ICO) on 0303 123 1113

### Important to understand

Now you have read this, it's important you understand that:

- The law allows us to get and use your information to help us to our job, and sometimes we may get this information may come from someone else, such as your school.
- We may share your information with others, but only when we really need to.
- We will ask permission to share your information with others whenever you have a choice
- You can tell us not to share your information, even when you have said yes before.

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