Privacy Notice

How we use children and young people's information

Connexions North Tyneside is a provision within the Employment and Skills service of North Tyneside Council ("Authority"). We offer confidential career and education advice, support and guidance to 13-19 year olds (up to 25 with Special Educational Needs and Disabilities (SEND)) who live in the borough and provide a support framework to aid the learning, welfare and safeguarding of children and young people. Connexions North Tyneside also has responsibilities for compiling and producing statutory reports on a monthly basis for the Department for Education and ensuring that all young people in the borough participate in learning until they are 18.

To enable us to provide this service and to deliver our statutory functions, we will collect personal information about you. We may collect this information directly from you when you interact with our service, but most information we receive about you is via schools, which they are required by law to provide us with.

This privacy notice describes how we use, share and manage your personal information to deliver our service and various statutory functions.

Why do we collect your information?

Examples of why we use your personal information are as follows:

- To secure suitable education and training of all young people aged 16-19 or for those aged 20-24 with SEND
- To make available to young people aged 13-19 and to those aged 20-24 with SEND, support that will encourage, enable or assist them to participate in learning
- To enable the Authority to deliver on its statutory functions as to promote the effective participation in learning
- Derive statistics which inform decisions such as who to target our interventions with.
- To inform young people about the opportunities for learning, training and employment that are available to them
- To enable us to make arrangements to identify those who may be at risk of not fulfilling their Participation in Learning obligations
- to inform the Department for Education (DfE) on a monthly basis of any changes in the activities of young people in their cohorts.

What information do we collect?

We collect and process the following information about you:

- basic details (such as name, unique pupil number and address)
- characteristics (such as ethnicity, language and free school meal eligibility)
- assessment information relating to young people with SEND
- any relevant health or medical information where this may have a bearing upon future learning or career choices and progression.

On what grounds do we hold this information?

North Tyneside Council has a statutory duty to provide a youth support service to children and young people in the borough. This is provided by Connexions North Tyneside is governed by section 507B of the Education Act 1996. Once pupils reach the age of 13, your information is used to enable us to provide careers advice and guidance, and post-16 education and training information for those aged 16-19 (and beyond this age for those with SEND)

Connexions North Tyneside also has responsibilities under the Education and Skills Act 2008 to ensure that all young people up to the age of 18 are participating in some form of education or training and are required to report monthly to the Department for Education individuals' destinations and to those not complying with this requirement

The information can be limited on request by a parent/guardian to only their child's name, address and date of birth. Once you have reached 16 this right will be transferred to you. Further information about your information rights is explained below.

Who do we share your information with?

We may share your information with the following:

Name of organisation	Reason for Sharing
Department for Education (DfE)	As we are responsible for statutory reports on behalf of the Authority, section 3 of The Education (Information about Pupils) Regulations 2013 applies to us and requires that we provide information about pupils to Central Government on request. This sharing underpins school funding, educational attainment policy and monitoring and enables them to; produce statistics, assess our performance, determine the destinations of young people after they have left school or college and to evaluate Government funded programmes. Further information about the DfE's data collection requirements can be found at the following: https://www.gov.uk/education/data-collection-and-censuses-for-schools.

Your personal information will not be shared with any third-parties without your consent unless the law and our policies allow us to do so.

How long do we keep your information for?

When your information has been used for the purposes for which it was required, your information will be confidentially and securely destroyed in accordance with statutory and internal retention periods for such records.

Your Rights

It's important you understand your information rights as these are set out in law, subject to exceptions, you have the right on request:

- To object to our processing
- To have any inaccuracies corrected
- To have your personal data erased
- To place a restriction on our processing of your data
- To request a copy of your personal data

Further information about your rights can be found at the Authority wide privacy notice. If you have any questions or wish to exercise any of these rights, please contact FOI.Officer@northtyneside.gov.uk

Further Information

North Tyneside Council's Data Protection Officer oversees compliance of data protection issues across the Authority and can be contacted at the following address:

Data Protection Officer
North Tyneside Council
Quadrant
The Silverlink North
Cobalt Business Park
North Tyneside
NE27 0BY
Tel: 0191 643 2333

If you have any questions about the contents of this privacy notice or concerns, please contact Connexions.NT@northtyneside.gov.uk. Alternatively, you can contact the Information Commissioner's Office (ICO) on 0303 123 1113.

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