

Connexions

Privacy Notice: Important Information about your Personal Information

This Privacy Notice describes the policy and procedures concerning the collection, processing and use of personal information that we collect in accordance with the Data Protection Legislation (DPL): (i) the UK General Data Protection Legislation (UK GDPR) (ii) the Data Protection Act 2018 (2018) to the extent that it relates to processing of personal data and privacy; (iii) all applicable Law about the processing of personal data and privacy.

On what grounds do we use the information?

Local Authorities have a statutory responsibility to ensure the below:

- To secure enough suitable education and training provision to meet the reasonable needs of all young people in their area who are over compulsory school age but under 19, or aged 19 or over and for whom an Education, Health and Care (EHC) plan is maintained. This is a duty under section 15ZA of the Education Act 1963.
- To fulfil this, local authorities should have a strategic overview of the provision available in their area and identify and resolve gaps in provision.
- To make available to all young people aged 13-19, and to those between 20 and 25 with special educational needs (SEN), support it considers appropriate to encourage, enable or assist them to effectively participate in education or training.
- Tracking young people's participation is a key element of these duties. Local authorities are required to collect information about young people so that those who are not participating, or are NEET, can be identified and given support to re-engage. Robust tracking also provides the local authority with information that will help to ensure that suitable education and training provision is available and that resources can be targeted effectively.

The collection and processing of your personal data is therefore necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

We will process your personal information for the following purposes:

- So that you can use the full range of services provided by the relevant Hull City Council team
- To allow Hull City Council to share your personal information with other organisations and/or services that can help you with your further learning or careers aspirations.

Why do we need your personal information?

We need information from you, and we may receive information about you from your existing/previous education or training institutions and other partner organisations or teams within Hull City Council, to enable us to perform our statutory duties as outlined in the next section.

What personal information do we hold and use?

We may collect the following categories of personal data about you:

- Personal details
- Contact details
- Education history and qualifications
- Any additional needs to support your education
- Work experiences and employability skills
- Education and course choices and intentions
- Contact details of parent/guardian/other professionals you are working with

What happens to your personal information?

Any personal information that we hold will be used to support you and allow us to perform our statutory duties.

Your information may be used for the following purposes:

- To provide you with information and support.

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- To assist your school/academy/college, teachers, Local Authority services and the providers to which you apply in supporting you.
- To cross reference and update other records the Local Authority may hold relating to you for example those provided by the Department for Education and/or the Learner Record Service and/or the Local Authorities' Client Caseload Information System and the Department for Education's National Client Caseload Information Service.
- We may share personal information we have collected, or which you supply to us, with the staff of the provider you currently attend or are considering attending as a student.
- We may share personal information we have collected, or which you supply to us, with careers support services, and other relevant teams, within the Local Authority.

Otherwise your information will only be disclosed to a third party where we are obliged or permitted by law. Authorities, such as the Police, may ask for personal information to assist investigations and we will provide this where reasonable to do so.

From time to time we will use your personal information to contact you to confirm if you are still undertaking the activity that is recorded on our system in line with our statutory duty to periodically check 'lapses'. We may also send you general information by email such as newsletters containing information from carefully selected organisations and businesses which we think would be useful to you. Please note that except as set out in this Privacy Notice, your details will not be released to any third party.

Where can I find out more?

If you want to know more about how the Council uses information, your rights or have a concern about the way we are collecting or using your personal data, please visit the below:

<https://www.hull.gov.uk/privacy-policy>

When was this privacy notice last updated?

We will continually review and update this privacy notice to reflect changes in our services, feedback from customers, and to comply with any changes in the law. This privacy notice was last updated on 3rd May 2024.