



Northumberland

County Council

This is Your Personal Data

Careers Guidance Team

Northumberland Inclusive Education Services

How we handle your information

Information for the public

Everyone working for the Careers Guidance Team has a legal duty to keep and process information about you in accordance with the law.

This document explains why we ask for your personal information, how that information will be used and how you can access your records.

Why is information recorded about me?

We use information about young people to enable us to carry out specific functions for which we are responsible and have a statutory duty and to provide you with a service.

We keep records about young people 13-20 (25 in certain circumstances). These may be written down (manual records), or kept on a computer (electronic records).

These records may include:

- basic details about you, for example, name, address, date of birth,
- unique identifiers (such as your Unique Learner Number),
- contact we have had with you, for example, appointments & letters of correspondence,
- notes and reports about your relevant circumstances including education and employment,
- details and records about the service you have received,
- relevant information from other people that we have been in contact with in relation to the service that you have received
- attainment data
- characteristics & needs young people including learning support needs
- uncategorised information

What is the information used for?

Your records are used to help ensure that we provide you with the service that you need. It is important that your records are accurate and up-to-date as they will help make sure that our staff are able to provide you with the help, advice or support you need and meet out statutory obligations.

How long for?

In order to fulfill our statutory duties and provide you with this service, we rely on legislation and statutory guidance placed on the local authority by the Education and Skills Act 2008 and Statutory Guidance for local authorities - participation of young people: education, employment and training. Your details will only be kept until the end of the academic year you turn 20 (25* in certain circumstances). Processing is kept to a minimum and will only be processed in accordance with the law.

When other agencies are involved in your learning/training or any other service we provide, we may need to share details about you to enable us to work together for your benefit.

Information will only be shared with third parties if they have genuine and lawful need for it.

Occasions when your information needs to be disclosed (shared) include:

- where we are required to provide information to a third party e.g.: eg Ofsted; DfE
- where the health and safety of others is at risk
- when the law requires us to pass on information under special circumstances

Anyone who receives information from us has a legal duty to keep it confidential

We are required by law to report certain information to appropriate authorities – for example:

- where we encounter infectious diseases which may be a public health concern
- where a formal court order has been issued

Partner Organisations

Your information may be shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with data protection legislation. Information will be processed within the EEA and will not be shared with overseas recipients.

Can I see my records?

The General Data Protection Regulation allows you to find out what information is held about you, on paper and computer records. This is known as 'right of subject access' and applies to your Careers Guidance Team records along with all other personal records.

If you wish to see a copy of your records you should submit a Subject Access Request which is available on the NCC website or by contacting the Information Governance Office directly. You are entitled to receive a copy of your records free of charge, within a month.

In certain circumstances access to your records may be limited, for example, if the records you have asked for contain information relating to another person.

Do I have Other Rights?

Data Protection laws gives you the right:

1. To be informed why, where and how we use your information.
2. To ask for access to your information
3. To ask for information to be corrected if inaccurate or incomplete.
4. To ask for your information to be deleted or removed where there is no need for us to continue processing it.
5. To ask us to restrict the use of your information.
6. To ask us to copy or transfer your information from one IT system to another in a safe and secure way, without impacting the quality of the information.
7. To object to how your information is used.
8. To challenge any decisions made without human intervention (automated decision making).
9. To lodge a complaint with the Information Commissioner's Office whose contact details are below.
10. If our processing is based upon your consent, to withdraw your consent.

Further information

If you would like to know more about how we use your information, or if for any reason you do not wish to have your information used in any of the ways described in this publication, please tell us. Please contact Lindsey Taggart, Careers Education Manager on 01670 622799 or careersteam@northumberland.gov.uk

Data Protection Officer: informationgovernance@northumberland.gov.uk

You also have the right to complain to the Information Commissioner's Office if you are unhappy with the way we process your data. Details can be found on the ICO website, or you may write to the ICO at the following address:

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

Email: casework@ico.org.uk