



St. Helens Council

Privacy Notice - Post-16

St Helens Council supports the Department for Education (DfE) framework to increase the participation of young people in education and training and reduce the proportion not in education, employment or training (NEET).

Tracking young people's participation is a key element of St Helens Council's duties. The Council is required to collect and hold information about;

- young people for the two years following them leaving compulsory education
- young people up to age 25 for those with Special Educational Needs and Disability
- *And are required to make arrangements to identify those 18 year olds who are NEET or at risk of becoming NEET and provide them with support*

The types of pupil information we collect, hold and share includes:

- Personal information including name of pupil, date, address and parent/carer details.
- The educational needs of a pupil if applicable

Why we collect and use this information:

The lawful basis on which we use this information is: The council has a duty under Section 68 Education and Skills Act 2008 as updated by Section 20 of the Children and Families Act 2014 to collect this information.

Your information may be shared with service providers in order to assist the Council in its duty, however this will only be with your consent and you can withdraw that consent if you wish

Who we share pupil's information with:

We may share pupil's information with:

Engagement service working under contract to the Council (currently Career Connect)

Service providers e.g. training providers, colleges, schools

Other council departments

Social care

Youth Offending Service,

Education Welfare

School Admissions

Safeguarding

The Police

Other Local Authorities – to assist with their tracking duty

Why we share pupil's information

We do not share information about a pupil to anyone without consent unless the law and our ~~policies~~ [public duties](#) allow us to do so.

*You do not have to provide any data other than that required by statute i.e. **Name, Address and DOB**. We would normally receive this information from your Secondary school just before you leave. Any additional information provided would assist us in making contact, referring you to the appropriate service etc.*

How we store and transfer the data and information:

Data is transferred to Career Connect from the LA annually via an Excel spreadsheet that is sent securely and then uploaded to the CCIS system

Client records are stored and managed on Career Connect's fully compliant local CCIS system called Core+ IYSS.

Data is uploaded to the secure NCCIS portal once a month using an XML file as the method of transfer

Data collection requirements

If you require more information about how the LA and or DfE store and use this data, please go to the following websites:

- www.sthelens.gov.uk
- <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>
<https://www.gov.uk/data-protection>

Requesting access to your personal data

If you want to receive a copy of the information about you that we hold/share or if you believe any of this information is incorrect, please contact Data Protection Officer, St Helens Council, Town Hall, Victoria Square, St Helens, Merseyside, WA10 1HP.
Email: dataprotection@sthelens.gov.uk

If you require more information about how the LA and DfE store and use this data, please go to the following websites:

- www.sthelens.gov.uk
- <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>
- <https://www.gov.uk/data-protection>

Contact Details

If you have any concerns regarding the handling of data, please contact;

- Information Commissioners Office, Information Commissioner, Wycliffe House, Water Lane, Wilmslow, SK9 5AF