



**Year 10 and 11 Students -
How We Use Your Personal Information**

The information Felpham Community College collects from you during Year 10 and Year 11 may be shared with other organisations in order to provide you with career and other guidance and for administrative, statistical and research purposes relating to education and training.

We will not otherwise give information about you to anyone outside the school without your consent unless the law allows us to.

Information we have to pass on by law

We are required by law to pass some of your information to West Sussex County Council (WSCC) as part of the Intended Destination, September Guarantee and Annual Activity processes.

WSCC has legal obligations under legislation, including the Education and Skills Act 2008, the Education Act 2011 and the Apprenticeship, Skills, Children and Learning Act 2009 to assist, encourage and enable young people aged 13-19 (and young adults with a Special Educational Need or Disability (SEND) up to the age of 25) to participate in education or training. WSCC may pass on the information we share with them to the Department for Education to enable them to assess the performance of the Local Authority.

We share the following information about you:

Once you are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. We must provide the names and addresses of you and your parents(s), and any further information relevant to the support services role. This will include:

- What you are intending to do after Year 11 in terms of education, training or employment (your Intended Destination).
- Which post-16 provider made you an offer of a place on a course at the end of Year 11 and whether you took up the offer and started a course in Year 12 (referred to as the September Guarantee), and
- What your destination is in the Autumn after you leave Year 11 if we are aware of this (as part of the Annual Activity Survey)

WSCC also has a legal obligation to obtain destination data in the autumn of each year until your 20th birthday, which is collected from schools, colleges, universities, training providers and other agencies, both in and outside of West Sussex. WSCC may pass on this information to the Department for Education.

Information we share in order to support your education and training

Some of the information we collect from you during Year 10 and 11 and as part of the Intended Destination, September Guarantee and Annual Activity processes is also shared by WSCC with other relevant departments/services within WSCC and external providers who deliver further education / youth contract / training / engagement programmes / support for entry to education, training or employment and who deliver in West Sussex. These providers may include, but are not limited to:

Chichester College	Worthing College	The College of Richard Collyer
Northbrook College	Skills Training UK	The Princes Trust
Central Sussex College	Asphaleia	Outset Youth Action

Sussex Central YMCA	YMCA DLG	Rewards Training Ltd
Catch 22	Midas Sussex Ltd (Sportiv8)	Albion in the Community
District and Borough Councils	WSCC SEND, Family Centres and Children Looked After Team	Work Ready People
Hyde Housing	Sanctuary Housing	Building Heroes
Affinity Sutton	City College Brighton	

These providers could offer you a progression route and support your transition into post-16 education and training. Each provider must agree and sign an information sharing protocol, which governs how they use and store your information, which complies with their obligations under the Data Protection Act.

What other information do we share about you with post-16 providers?

To support your transition to post-16 education we, or WSCC, may also need to share further information on you directly with post-16 providers, this includes:

- Your attendance record
- Your school attainment
- Whether you have been excluded from school
- If you have any special educational needs
- Whether you are looked after or a care leaver
- Whether you are a carer
- Whether English is an additional language for you
- Whether you are a traveller
- Whether you receive free school meals, and
- Whether you are currently supervised by the Youth Offending Service.

You have a choice about what information is shared with post-16 providers

You can tell us if you do not want any/all of the above information about you to be shared with post-16 providers. Please contact Mr P Rayner, Business Manager to let them know that you do not want your information to be shared.

How we keep your information safe

Both Felpham Community College and WSCC keep information about you on computer systems and also sometimes on paper. There are strict controls on who can see your information. People working for the school and WSCC must have security checks before they are allowed to handle your information. We always remove personal details such as names and addresses when we publish any information for research, monitoring or planning reasons.

Need to know more about how we process your information?

If you need more information about how Felpham Community College uses your information or to see a copy of your information, please contact Mr P Rayner.

If you would like to get a copy of your information WSCC shares with Department for Education or post-16 providers or how they use your information, please contact:

Data Protection Officer
 Communities & Infrastructure
 County Hall
 Chichester
 PO19 1RQ
 Email: data.protection@westsussex.gov.uk

You can also visit the WSCC website if you need more information about how they use and store your information. Please go to: <https://www.westsussex.gov.uk/privacy-policy/>