



Privacy Notice

Youth Support Services in Schools/Other Provision

Schools and Providers of Youth Support Services are committed to making sure that information is kept safe, stored securely and can only be used by the people who need it to enable us to offer your family the support and services that you require.

The safety and well-being of all our service users is of paramount importance to us. We adhere to Cumbria Local Safeguarding Children's Board (LSCB) safeguarding policies and guidelines and will at all times take action to ensure that children, young people and families are kept safe from harm. For further information, see Cumbria LSCB Guidelines at www.cumbrialscb.com

What information does the council collect about me?

For Pupils aged 13 years + Schools will pass pupil information to the Local Authority and/or provider of Youth Support Services to ensure they are able to comply with their responsibility in relation to the education and training of 13-19 year olds. This is to enable them to provide:

- Youth support services
- Careers advice

A parent or guardian can request that only:

- name,
- date of birth,
- contact details including postal or email address

is passed to the Local Authority or Provider of youth support services by informing the School

The right to make this decision is passed to pupils aged 16 years + .

In addition to the offer of Youth Support Services and Career Services they will have access to Post 16 Education and Training Providers.

Data Sharing

The information you supply will be kept on a secure Cumbria County Council/ Youth Provision database and can be accessed by a number of authorised people within the Children and families Services/Service Provider.

How will we use information about you?

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- **GDPR Article 6(1)(c)** processing is necessary for compliance with a legal obligation to which the controller is subject (see Applicable Legislation below), and
- **GDPR Article 6(1)(e)** processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Relevant Legislation

- Section 507B of the Education Act 1996

Data Security

All of the information you give us will be kept safe and secure whether it is written or on a computer system. We will treat any personal information confidentially and will comply with the Data Protection Act 1998. This means that, if we keep any of your personal data we must:

- Tell you what information we need to collect from you
- Only use the information for the reason we have agreed with you
- Not ask for more information than we need to provide the services
- Let you see any information we have collected about you, on request
- Keep the information safe, secure and confidential

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