

# PRIVACY INFORMATION

## Employment, Education & Training

### Your Privacy Information.

Please read this in conjunction with the Council's general Privacy Information that can be found here: <http://www.southglos.gov.uk/privacy>

### Your Information

South Gloucestershire Council is required to understand what young people in our area are doing after they leave Year 11 up to the end of the year that they turn 18 (or up to the age of 25 if you have an Education, Health & Care Plan (EHCP)). The information you have provided will be used to help us achieve this.

We need to collect the following information:

- Your name and address
- Contact details
- Whether you are in education, employment or training and the name of the provider.

### How we'll use your information and who we share it with

We are required by law to gather this information. We share it with the local authority in which you live. We may also share it with the school you attended so that they are aware of your progression post-16. We can send you some information about services you may find helpful but only if you want us to.

Statistical information is reported to the Department for Education but this does not identify you. It is only to show the overall outcomes of young people in our area.

### How long we'll keep your information

We'll keep your information until the end of the academic year you turn 25 (or the year you turn 32 if you have an EHCP).

We may retain anonymised information about the service we provided to help us improve our services in the future.

### Transferring your information overseas

Your information is not transferred and stored in countries outside the UK or the European Economic Area (EEA) for the provision of this service.

### Your rights

You have a number of rights relating to your information e.g. to see what we hold, to ask us to share it with another party, ask us to update incorrect or incomplete details, to object to or restrict processing of it or to make a complaint about how we are handling it. If you have given us your permission to use your information you also have the right to withdraw that permission at any time in the future.

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If you wish to see what information we hold about you, want to ask us not to contact you or ask us to correct or update your information you can contact

[CAHDPA@southglos.gov.uk](mailto:CAHDPA@southglos.gov.uk).

If you have any worries or questions about how your personal information is handled please contact our Data Protection Officer at [DPO@southglos.gov.uk](mailto:DPO@southglos.gov.uk) or write to us at Data Protection Officer, PO Box 1953, The Council Offices, Badminton Road, Bristol, BS37 0DB and we will be pleased to help you.

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) via their [contact page](#) or call them on 0303 123 1113.