**Wiltshire Council Employment and Skills Service**

**DATA SUBJECTS’ INFORMATION**

This notice is relevant to the Education, Employment and Training (EET) Support Service.

It explains what happens to your personal data that is gathered.

Wiltshire Council is registered as a data controller with the Information Commissioner's Office. Full details of the registration are available at [ICO register of data controllers](https://ico.org.uk/ESDWebPages/Entry/Z1668953).

1. **Data Controller contact details**

Queries about data can be sent to Information Governance, Wiltshire Council, Bythesea Road, Trowbridge, Wiltshire BA14 8JN

The Council’s Data Protection Officer may be contacted through the above address or by email at dataprotection@wiltshire.gov.uk.

1. **Purpose of Processing**

Wiltshire Council (WC) collects, uses and is responsible for certain personal information about you. When we do so, we are regulated under the General Data Protection Regulation which applies across the European Union (including in the United Kingdom) and we are responsible as ‘controller’ of that personal information for the purposes of those laws.

In line with this responsibility, the council must ensure arrangements are in place to accurately track whether young people are participating in education, employment or training, and submit statutory returns to the Department for Education (DfE) on the number of young people who are NEET or whose current activity is not known.

The identification of young people who are NEET through this tracking makes it possible for the council to offer support and encouragement to young people to re-engage with education, employment or training opportunities, either directly or through commissioned or partner organisations.

The Wiltshire Council Employment and Skills Services will process your personal information for the following purposes:

* Corporate administration and all activities we are required to carry out as a data controller and public authority
* Comply with the law regarding data sharing
* Undertake our statutory duties around education and training of pupils aged 16+, to support and reduce those not in Education, Employment or Training (NEET)
* Support you to decide what to do post 16
* Enable integrated working with other teams and organisations to ensure you receive the right support at the right time
* Plan and provide the most appropriate level of support to you
* Support you to access relevant support, advice, services and groups
* Evaluate and quality assure the services we provide
* Inform future service provision and the commissioning of services
* Analyse service provision and effectiveness, and model patterns of service involvement to support future service delivery planning.
1. Legal basis for processing data

Our processing is lawful because at least one of the following will apply:

* 1. the data subject has given consent to the council for processing of their personal data for one or more specific purposes;
	2. processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
	3. processing is necessary in order to protect the vital interests of the data subject or of another natural person;
	4. 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 council;

If your special category data is processed, in addition to one of the above, processing will be necessary because at least one of the following shall also apply:

* 1. the data subject has given explicit consent to the processing of those personal data for one or more specified purposes,
	2. to carry out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law.
	3. for reasons of public interest in the area of public health, such as protecting against serious crossborder threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices,
	4. for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes
1. **Recipients**

The council has a statutory duty to report to the DfE the total number of young people who are participating in education, employment or training, the number of young people who are NEET and the number of young people whose current activity is not known. Where necessary and lawful, or when required by legal obligation, we may share information with relevant professionals in other agencies in pursuance with our legal duties.

For example, information will sometimes be shared with council departments and services; this could be to identify whether a young person is known to council services in order to establish whether they are participating in education, employment or training, where the current activity of the young person is not known.

All information will be used in accordance with the Data Protection Act 2018, as informed by the General Data Protection Regulation (GDPR) legislation, Crime and Disorder Act 1998, Children Act 989 and 2004, Welfare Reform Act 2012, Localism Act 2011, Local Government Act 1972 and other relevant legislation.

This information enables WC to provide and arrange:

* Post-16 education and training provision
* Youth support services
* Advice and guidance

In addition, the DfE advises that schools collect and maintain accurate destination data for each pupil for at least three years after they leave school, so that they can assess their success in supporting their pupils take up in education or training which offer good long-term prospects.  To do this your school or college will seek your consent separately.

1. **Retention Period**

Wiltshire Council will process your personal information securely and retain it from your date of birth until you reach the age of 25, after which the information is archived or securely destroyed.

1. **Your rights**

Your rights are set out in in Articles 13 to 22 of the General Data Protection Regulation 2016 and include:

• The right to access your personal information, to request rectification or erasure of certain personal information and to object to processing in certain circumstances

• The right to withdraw any consent you may have given to process your personal information

• The right to complain to the Information Commissioner if you feel we are processing your personal information unlawfully

• The right to restrict processing activity in certain circumstances

• The right to object to certain types of processing activity.

1. **Contracts**

The information you give us may be a statutory or contractual requirement, or you may not be obliged to provide this information - this will be explained to you at the time. Failure to provide us with the information may result in an inaccurate picture of your needs and circumstances, and this could impact on our response.