**Privacy Notice**

**Service Name:** Students aged 14-16 Raising Participation Team (Skills & Work)

Our core data protection obligations and commitments are set out in the council’s [Primary Privacy Notice](#) and on our website at [Data Protection legislation](#).

This notice provides additional privacy information for: Young People and Parents

**Purpose(s)**

We use your personal data for the following purpose(s):

- To provide youth support services
- To share with educators to ensure suitable provision is available
- To reduce the number of young people not in education, employment or training.

**Categories of personal data**

In order to carry out these purposes we collect and obtain the following categories of personal data:

- Name and contact details of you/parent/guardian/carer
- Unique Learner and Pupil numbers ULN/UPN
- Gender
- DOB
- Ethnicity (special category data)
- Health (special category data)

We also collect information about your circumstances, attitudes, behaviour, motivation, academic abilities and post 16 preferences that we feel would enable us to provide you with a better service.

**Legal basis for processing**

Salford City Council has a legal obligation to ensure all young people have access to suitable education, training and employment opportunities, including access to support services as they move from pre-16 education into post-16. This is outlined by the government in the Education and Skills Act 2008.

The council processes your Special Category Data as there is a substantial public interest in making sure young people are given the opportunity to be educated or trained, which will benefit them and the wider community.

**Information sharing/recipients**

We receive personal information about you from schools and council departments. We will share personal information about you with education and training providers. Current education and training providers are:

**Data Transfers beyond European Economic Area (EEA)**

All data is held within the local authority network, within the UK.

**Automated Decisions**

All decisions are made have human interaction. There are no decisions made using a computerised system or program that does not involve a human being.

**Data retention/criteria**

We will retain statutory information for: 6 years following the year of your 18th birthday
This is in accordance with: Statutory Education (Information About Individual Pupils) (England) 2013 SI 2013 No 2094 Schedules 1, 2

**Your rights**

Information about exercising your rights can be found on the council's website [Exercising Your Rights](#)

**Updates**

We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details [Data Protection Legislation](#)