



## SERVICE SPECIFIC PRIVACY NOTICE

### New Directions Careers Guidance

Blackburn with Darwen Borough Council's core data protection obligations and commitments are set out in the council's [Primary Privacy Notice](#)

This service specific privacy notice provides additional privacy information for: The New Directions careers guidance service. This service provides impartial careers information, advice and guidance to young people aged 14-19 (or up to age 25 if they have a special need and/or disability).

#### **Purpose(s)**

We collect and obtain your personal information for the following purpose(s):

Service Delivery – to allow us to deliver an impartial careers guidance service in schools and other settings.

Statutory Duty – to track young people to ensure they remain in education/training or employment with training, until their 18<sup>th</sup> birthday.

#### **Categories of personal data**

In order to carry out these purposes we collect and obtain:

Name

Address

Telephone Numbers

Email

Ethnicity

Date of Birth

Gender

SEND Status

Looked after Status

Teenage Parent Information

Young Offender

Qualifications and Levels

Name of School/ College/Training Provider

Unique Learner Number

Family Links

Health & Care Plan

Current Destination

Education Information

Intended Destinations for Year 11

Guarantee Offer of Learning Activity Survey

Occupation Choices

### **Legal basis for processing**

The legal basis for processing your personal information is:

Article 6(1)(c) Legal obligation

The Council has a Statutory Duty to track 16-18 year olds to ensure participation in education/training. This is defined under Section 10 of the Education and Skills Act 2008.

### **Information sharing/recipients**

We will share personal information about you with the following types of organisations:

- Lancashire County Council
- Schools
- Department for Education
- Other education teams within the Council e.g. Youth Justice, SEND, Virtual School

As well as information collected directly from you, we also obtain or receive information from:

- Post 16 providers
- The Learner Record Service
- The School Census
- Other council departments we support, e.g. Youth Justice, the Virtual School, SEND
- If another organisation tells us that you or your family need help/support
- If there are safeguarding or child protection concerns

### **Automated Decisions**

All the decisions we make about you involve human intervention.

### **Data retention/criteria**

We will retain this information for 7 years after the young person's 19<sup>th</sup> birthday.

### **Rights of individuals**

If you have any queries relating to the way we are processing your information, you may contact the Council's [Data Protection Officer](#)

These queries may be regarding (but not limited to);

- exercising your rights in relation to the following:
  - access to personal data
  - right to rectification
  - right to erasure (The right to be forgotten, unless there is a legal obligation to refuse this request)
  - right to restriction of processing
  - right to data portability
  - right to object to profiling
- raising a concern with us, or
- guidance on making a complaint to the Information Commissioner

### **Updates to this Privacy Notice**

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 [Primary Privacy Notice/service specific](#)