



# Year 11 Students

## How We Use Your Personal Information

The information **The Lindfield School** collects from you during Year 10 and Year 11 may be shared with other organisations in order to provide you career and other guidance and for administrative, statistical and research purposes relating to education and training.

We will not give information about you to anyone outside the school without your consent unless the law allows us to.

### INFORMATION WE HAVE TO PASS ON BY LAW

We are required by law to pass some of your information to East Sussex County Council (ESCC) as part of the Intended Destination, September Guarantee and Annual Activity processes.

ESCC has legal obligations under the Education and Skills Act 2008 and the Apprenticeship, Skills, Children and Learning Act 2009 to assist, encourage and enable young people aged 13-19 (and young adults with learning difficulties or disabilities up to the age of 25) to participate in education or training. ESCC may pass on the information we share with them to the Department of Education.

We share the following information about you:

- What you are intending to do after Year 11 in terms of education, training or employment (your Intended Destination).
- Which post-16 provider made you an offer of a place on a course at the end of Year 11 and whether you took up the offer and started a course in Year 12 (referred to as the September Guarantee), and
- What your destination is after you leave Year 11 if we are aware of this (as part of the Annual Activity Survey)

### INFORMATION WE SHARE IN ORDER TO SUPPORT YOUR EDUCATION AND TRAINING

Some of the information we collect from you during Year 10 and 11 is also shared by ESCC with ESCC commissioned providers delivering support services and/or EFA/SFA funded post-16 providers (hereafter referred to as 'post-16 providers') who deliver in East Sussex and could offer you a progression route and support your transition into post-16 education and training.

These providers include:

- Bexhill College
- Sussex Coast College Hastings
- Sussex Downs College
- Plumpton College
- City College Brighton
- MPCT
- YES East Sussex
- DV8 Training
- Access To Music
- HFS
- Skills Training UK
- Tomorrow's People
- JACE Training
- Workingrite
- Albion In The Community
- Hastings & Rother YMCA
- NCDA
- East Sussex School Sixth Forms

### ***What information do we share about you with post-16 providers?***

To support your transition to post-16 education we, or ESCC, may also need to share further information on you directly with post-16 providers, this includes:

- Your attendance record
- Whether you have been excluded from school
- If you have any special educational needs
- Whether you are looked after
- Whether you are a carer
- Whether English is an additional language for you
- Whether you are a traveller
- Whether you receive free school meals, and
- Whether you are currently supervised by the Youth Offending Team.

### ***You have a choice about what information is shared with post-16 providers***

You can tell us if you do not want the above information about you to be shared with post-16 providers. Please contact the Head of School to let them know that you do not want your information to be shared.

## **HOW WE KEEP YOUR INFORMATION SAFE**

Both **The Lindfield School** and ESCC keep information about you on computer systems and also sometimes on paper. There are strict controls on who can see your information.

People working for the school and ESCC must have security checks before they are allowed to handle your information. We always remove personal details such as names and addresses when we publish any information for research, monitoring or planning reasons.

## **NEED TO KNOW MORE ABOUT HOW WE PROCESS YOUR INFORMATION?**

If you need more information about how **The Lindfield School** uses your information or to see a copy of your information, please contact **Head of School**.

If you would like to get a copy of the information about you that ESCC shares with the Department for Education or post-16 providers or how they use your information, please contact:

Data Protection Officer  
Governance and Community Services  
Room C6F  
County Hall  
St Anne's Crescent  
Lewes  
East Sussex  
BN7 1UE  
Email: [aspire@eastsussex.gov.uk](mailto:aspire@eastsussex.gov.uk)

You can also visit the ESCC website if you need more information about how they use and store your information. Please go to: [www.eastsussex.gov.uk/yourcouncil/about/keydocuments/foi/dataprotection](http://www.eastsussex.gov.uk/yourcouncil/about/keydocuments/foi/dataprotection)

## **NEED MORE INFORMATION ABOUT YOUNG PEOPLE'S SERVICES?**

For more information about young peoples' services, please go to the National Careers Service [www.direct.gov.uk/NationalCareersService](http://www.direct.gov.uk/NationalCareersService) or the Connexions 360 website [www.connexions360.org.uk/](http://www.connexions360.org.uk/)