

Privacy Notice for Connexions

**Reviewed Nov 2021
V1.0**



Connexions Services

Our core data protection obligations and commitments are set out in the council's **primary** privacy notice at www.bolton.gov.uk

This notice provides additional privacy information for:

- Young people using the Connexions service
- Organisations looking to refer to the service

It describes how we collect, use and share personal information about you

- In relation to the Connexions service
- the types of personal information we need to process, including information the law describes as 'special' because of its sensitivity

It is important that you read this notice, together with any other privacy information we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

Purposes

We collect your personal information for the following purposes:

- In order to deliver our services to you
- To track and follow up on young people post 16
- To fulfil our statutory duty in providing support to young people not in education, employment or training
- To report participation data in recognised forms of education or training

Categories of personal data

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

- Full name
- Address
- Telephone
- Nationality – special category data
- Date of birth
- Gender
- Academic level
- Support characteristics – special category data

Legal basis for processing

The legal basis for processing your personal information is:

- performing or exercising obligations under law: Education and Skills Act 2008
in the public interest or in the exercise of official authority
- processing is necessary for reasons of substantial public interest

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you or we may be prevented from complying with our legal obligations.

Information sharing/recipients

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

- Teams within the Council in order to provide our services
- Partner organisations where you have consented for us to do so

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

- Teams within the Council in order to provide our services
- Secondary schools and academies within the borough
- Colleges within the borough

Automated Decisions

For this service:

- All the decisions we make about you involve human intervention

Data retention/criteria

We will only keep your personal information for as long as the law specifies or where the law does not specify this, for the length of time determined by our business requirements and in line with the council's data retention policies.

Rights of individuals

You have certain rights in relation to the council's use of your personal information. To find out more about how these rights apply in particular circumstances, please refer to our Guide to exercising your rights or alternatively visit the Information Commissioner's web site at www.ico.org.uk

If you wish to exercise your rights or to raise a concern about the handling of your personal information by the council, please contact our Information Governance Team at information.security@bolton.gov.uk.

If you are still unsatisfied you should contact The Information Commissioner's Office by post at the ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or by telephone: 0303 123 1113

Updates to 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