

Privacy Notice Relating to the Processing of Personal Data for the Youth Engagement and Progression Framework (YEPF) and Youth Engagement & Participation Service (YEPS)

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Mae'r ddogfen hon ar gael yn Gymraeg / This document is also available in Welsh

About this privacy notice

This privacy notice applies to the processing of personal data by secondary and through schools. It is intended to provide information about how the school will use (or 'process') personal data about individuals including its pupils and their parents, carers or guardians (referred to in this notice as 'parents') for the purposes of supporting the delivery of the Youth Engagement and Progression Framework (YEPF) and the Youth Engagement & Participation Service (YEPS).

The Youth Engagement and Progression Framework is a Welsh Government initiative that aims to identify and support young people who may be at risk of becoming Not in Education, Employment or Training (NEET), or who may require additional support to achieve positive outcomes. The Framework promotes partnership working between schools, local authorities, Careers Wales and other organisations involved in supporting young people.

Click [here](#) for a full list of schools covered by this privacy notice.

This privacy notice is provided by RCTCBC for and on behalf of schools under a data protection Service Level Agreement.

Introduction

This privacy notice is intended to provide information about how the school will use (or 'process') personal data about individuals including its pupils and their parents, carers or guardians (referred to in the notice as 'parents') for the purposes of supporting the delivery of the Youth Engagement and Progression Framework (YEPF) and the Youth Engagement & Participation Service (YEPS).

Whilst we have tried to make this privacy notice as clear and concise as possible, the categories of personal data we process may vary depending on the pupil's intentions for higher education, personal circumstances and the programmes they enrol on etc. Should you require further information relating to the processing of personal data for YEPS purposes please do not hesitate to contact the Data Protection Lead.

When processing the personal data, we process only the minimum amount necessary in relation to the purpose.

This notice should be read in conjunction with the school's General Privacy Notice which is available on our website or by contacting the Data Protection Lead.

The Data Controller

The school is the data controller for the personal data we process, unless otherwise stated. This includes the personal data processed by the Governing Body, head teacher, individual governors, teachers, teaching assistants and support staff etc.

The school is registered with the Information Commissioner's Officer (ICO) as a controller.

How to contact us for data protection matters or concerns

The school's Data Protection Lead is the main point of contact for data protection matters. The Data Protection Lead can be contacted using our normal contact methods; by telephone, email, post and in person at the school.

Click [here](#) for contact information.

The Data Protection Officer

RCTCBC provides a data protection support service to the school under a Service Level Agreement, including the provision of a Data Protection Officer (DPO).

The DPO can be contacted in relation to data protection matters. However, we encourage you to contact the school in the first instance. Should you have the need to contact the Data Protection Officer directly you can do so via email to the following email address;

- Information.management@rctcbc.gov.uk

We recommend that, when contacting the DPO, that you send a copy of the correspondence to the school as the data controller.

The categories of personal data we process

We process the following categories of personal data for Youth Engagement and Progression Framework and Youth Engagement & Participation Service purposes.

Personal Data Relating to Pupils

- Personal identifiers such as name, date of birth, year group and Unique Pupil Number (UPN)
- Contact information such as address, telephone number and email address
- Attendance information
- Exclusion information
- Educational attainment and progression information
- Additional Learning Needs information
- Free School Meal eligibility information
- Destination information relating to education, employment and training
- Information concerning participation in education, employment, training or support programmes
- Information relating to vulnerability indicators used to identify young people who may be at risk of becoming NEET
- Information about support needs and support arrangements
- Health or medical information where relevant to support planning and intervention activities

Personal Data Relating to Parents

- Personal identifiers such as name and relationship to pupil
- Contact information such as address, telephone number and email address

Why we process the personal data

We process personal data to support the delivery of the Youth Engagement and Progression Framework and associated Youth Engagement & Participation Services.

This may include, but is not limited to, the following activities:

- Identifying young people who may be at risk of becoming Not in Education, Employment or Training (NEET)

- Identifying young people who may require additional support.
- Supporting young people to remain engaged in education.
- Supporting young people who are NEET to re-engage in education.
- Supporting successful transitions from school to further education.

Our lawful basis for processing the personal data

Under the UK General Data Protection Regulation (UK GDPR), our lawful basis for processing personal data for the purposes described within this notice is:

- Legal Obligation – Article 6(1)(c) – processing is necessary for compliance with a legal obligation to which the controller is subject.
- Public Task – Article 6(1)(e) – 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 controller.
- Substantial Public Interest – Article 9(2)(g) – where special category personal data is processed.

The primary legislation, regulations and guidance that support this processing includes:

- Wellbeing of Future Generations Act 2015
- Youth Engagement and Progression Framework: Handbook
- Youth Engagement and Progression Framework: Guidance on Data Sharing
- Youth Engagement and Progression Framework: Guidance on Early Identification

Who and where we get the personal data from

We may receive personal data from:

- Pupils
- Parents and carers
- School staff
- Rhondda Cynon Taf County Borough Council services
- Careers Wales
- Further Education providers
- Work Based Learning providers
- Youth Engagement & Participation Service (YEPS)
- Other organisations involved in delivering support to young people under the Framework

Who we share personal data with

We may share personal data with the following organisations for YEPF and YEPS purposes. When sharing personal data, we only share the minimum amount necessary in relation to the purpose.

Who	Purpose
Youth Engagement & Participation Service (YEPS)	• Identify the relevant support required for the young person • Inform allocation of case worker and appropriate delivery interventions • To ensure the safeguarding and wellbeing of young people including any health and safety (accident) information. • Provide information to relevant panels to ensure the most appropriate provision is provided to support the young person

Data Processors

A data processor is a company or organisation that processes personal data on behalf of a controller. The school uses data processors that provide services to us. The category of data processors that the school uses in relation to the post 16 data is;

- IT system suppliers / service providers

Our data processors act only upon our instruction. They cannot do anything with the personal data unless we instruct them to do so. They will not share the personal data with any organisation apart from us or use it for their own purposes. They will hold it securely and retain it for the period we instruct.

Should you have a specific query relating to our data processors, please contact the Data Protection Lead.

How long we retain the personal data

We retain relevant personal data contained within YEPF and YEPS records as follows:

Record	Basic Record Description	Statutory Provision	Retention period
YEPS referral	Initial referral to YEPS, including supporting information submitted to identify support needs	Youth Engagement and Progression Framework operational requirements	6 years after closure of YEPS involvement

In keeping with the General Data Protection Regulation storage limitation principle, records are periodically reviewed. Not all personal data is retained. Only personal data that is relevant to the record is retained for the entire retention period. Information that has no long term or evidential value is routinely destroyed in the normal course of business.

Your data protection rights

Under data protection law, you have rights we need to make you aware of. The rights available to you depend on our reason for processing your personal data.

Your right of access

You have the right to ask us for copies of your personal data. This right always applies. There are some exemptions, which means you may not always receive all the data we process. [You can read more about this right on the ICO's website.](#)

Your right to get your data corrected

You have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete data you think is incomplete. This right always applies. [You can read more about this right on the ICO's website.](#)

Your right to get your data deleted

You have the right to ask us to erase your personal data in certain circumstances. [You can read more about this right on the ICO's website.](#)

Your right to limit how organisations use your data

You have the right to ask us to restrict the processing of your personal data in certain circumstances. [You can read more about this right on the ICO's website.](#)

Your right to object to the use of your data

You have the right to object to us processing your personal data in certain circumstances. [You can read more about this right on the ICO's website.](#)

Your right to data portability

This only applies to personal data you have given us. You have the right to ask that we transfer the personal data you gave us from one organisation to another or give it to you. This right only applies if we are processing the personal data based on your consent or under, or in talks about entering a contract and the processing is automated. [You can read more about this right on the ICO's website.](#)

You are not required to pay any charge for exercising your rights. We have one month to respond to your request from the date your request is validated. We may extend this period by a further two months if the request is complex or we receive a number of requests from you.

Please contact the school's Data Protection Lead if you wish to make a request.

Your right to make a data protection complaint to the school

You have the right to complain to the school if you believe we have not handled your personal data responsibly and in line with good practice.

If you have a concern, we encourage you to contact the Data Protection Lead in the first instance. Most concerns can be resolved relatively quickly through a simple phone call or email to the school. Should you wish to make a formal complaint you can do so via our complaints policy.

Your right to make a data protection complaint to the ICO

You can also complain to the ICO if you are unhappy with how we have used your data, but we encourage you to contact us first.

The ICO's contact information is:

- Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
- Helpline number: 0303 123 1113
- Website: <https://www.ico.org.uk>

Version Control

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