

Leicestershire County Council Fair Processing Notice

This notice is to tell you about why we need your information and how we will handle it. This notice is for

Inclusion Service – NEET cohort

What Information do we need from you?

We need to know the following about you and your children: name, address, email, contact details including mobile number, child's name, child's date of birth, child's address, child's contact details including email and mobile, child's ethnicity, gender, information about individual children and young people's current educational circumstances including if they are attending education, training or are employed, SEND status, school/college attended, and details of any contact with the Inclusion Service.

Why do we need this?

The Inclusion Service delivers the statutory requirements on behalf of the Local Authority for the participation of Young People in Education, Employment and Training who are over statutory school age but under 19 or aged 19-25 and who have Education, Health and Care Plans. We have a duty to enable and assist young people to access education or training. We do this by identifying and tracking the progress of all young people who are participating in work and training or waiting to start a destination and as such not currently participating in education or training; or not in education, employment or training (NEET). If we are not able to identify if a young person is in employment, education or training we will contact the young person or a parent/carer to confirm their current destination through either a phone call, email, text or letter. We will also contact schools and colleges to help provide this information.

We need this information within the Inclusion Service – to provide you with the statutory service for NEET children and young people and meet any regulatory requirements. This will include:

- Statutory requirements e.g. government reporting
- Service delivery which includes Identification of young people who are currently not in education, employment or training (NEET) and those at risk of NEET in their final year of education and work together with partners to support their transition.
- Service improvement and planning
- Monitor and report on pupil progress
- Regulatory Processes
- Compliance with law regarding data sharing
- To prevent young people from being lost to the system

Why are we allowed to process your information?

Data protection law allows us to process your information within certain conditions. In this case we are using our legal obligations and our legitimate interests as the lawful condition for us to do this.

We also need an appropriate lawful reason to process sensitive data. In this case we are processing your sensitive personal data because of health or social care requirements under various UK laws and policies including but not limited to:

- Education and Skills Act
- Children Act 2004

- Prevent Strategy
- Raising Participation Age Policy
- Safeguarding Policy
- Detection & Prevention of a Crime Act (via form DP1)

Who will we share this with?

Sometimes we need to share your information with others. We will only do this when it is necessary in order to offer you this service, or if we are required to do so by law. We do not plan to share it with anyone else or use it for anything else. When it is necessary, we may disclose your personal information to the following organisations:

- Department for Education and their agencies
- Other Local Authorities
- Leicestershire One System (Health)
- Education Providers including Schools, Colleges and post-16
- Relevant internal Departments and Services within the Council
- Contractors providing education and IT services
- Safeguarding Boards
- Elected members

How will we keep it secure?

We will take all reasonable steps to prevent the loss, misuse or alteration of your personal information. Only the people who need to see your personal information will be allowed access to it. We will not send your information outside of the UK.

How long will we keep it for?

We will only keep this information for as long as necessary or as the law requires. For this service that would normally be till the child reaches the age of 21 unless SEND in which case it would be till they reach the age of 26.

What if something changes?

If the information you provided changes or your circumstances change, please contact the service as below

Inclusion Service: ☎ 0116 305 2071; ✉ Inclusionpupilsupport@leics.gov.uk