

Privacy Notice – Post 16 Privacy Notice

Bristol City Council is the data controller for the purposes of the Data Protection Act 2018 and other regulations including the UK General Data Protection Regulation (UK GDPR), which means it determines what your personal data is used for and why it is collected.

The purpose of this privacy notice is to tell you about how we collect and use personal data in connection with our service. We may update this privacy notice from time to time. When we do this, we will communicate any changes to you and publish the revised privacy notice on our website.

Our main address is City Hall, College Green, Bristol, BS1 5TR and our contact details can be found on [Bristol City Website](#)

What data we need to collect and use?

To provide this service, we will collect and use some or all of the personal information below:

- Name
- date of birth
- email address
- address
- phone number
- education/employment/career history
- Unique Learner Number

We get most of this information from you and from what we learn about you through your use of our services, but we may also get some information about you from: health and education providers, commissioned partners, family members, referees, regulatory bodies, police, other local authorities etc.

How do we use your personal information?

We use this information for one or more of the following reasons:

To track young people aged 16-18 or 25 with an Education Health Care Plan (EHCP) to get confirmation of their education, employment, and training status.

In the following circumstances you are required by law or contract to provide personal information. Bristol City Council have a statutory duty to support young people into education, employment, and training.



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Who else might we share your personal information with?

Sometimes we may need to share your information, but we will only do so where we have a valid legal basis to share data. We will only share the minimum information for each circumstance. We may share some of your personal information with one or more of the following:

- Schools, colleges, and independent training providers
- Safeguarding
- Targeted Youth Support (Creative Youth Network)
- Department for Education
- West of England Combined Authority

We may also use data processors to support our activities, for example by providing systems we need or delivering services on our behalf.

What is the legal basis for our use of your personal information?

The information below shows the legal bases we are relying on to use your personal or special category (sensitive) personal information.

You can see a list of the full legal bases we may rely on by looking at our main privacy notice.

Personal information

Our legal bases for using your personal information are to meet our legal obligations following that has been set by the DfE.

The government has raised the participation age so that all young people in England are now required to continue in education or training leading to a relevant regulated qualification (Education and Skills Act 2008) until their 18th birthday. A relevant regulated qualification is defined as a qualification that a young person might take to discharge their duty to participate in education or training. The Office of Qualifications and Examinations Regulation (Ofqual) regulates qualifications, examinations, and assessments in England. A list of regulated qualifications can be found at [Find-a-regulated-qualification](#).

Guidance on how young people can meet the duty to participate can be found in: Statutory guidance for local authorities on their duties relating to the participation of young people in education, employment, or training.

[Participation of young people: education, employment and training - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/participation-of-young-people-education-employment-and-training)



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How long we will keep your personal information?

We will hold this information for as long as it is needed, or if we are required to do so by law. In practice this means that your personal information may be retained for the relevant period listed below:

- 25 years plus 6 from end of EHCP plan
- 25 years all records relating to education
- Permanent relating to births

In relation to your education record on EYES (Early Years Education System) the time is not specified. The period of time we will hold this information is dependent is permanent as this starts from the record of birth.

After this, your personal information will be archived.

Your rights as a data subject

The law gives you a number of rights to control what and how personal information is used by us, including the right to access a copy of your personal information and withdraw your consent when we rely on your permission to use your personal data.

Full details about your rights can be found in our [main privacy notice](#). If you are unable to access our digital Privacy Notice, please [contact Citizens Services](#) whom will be able to send a hard copy.

To update or correct your information if it is inaccurate please [contact Citizens Services](#).

To access a copy of your personal information, more details and how to make a request can be found on the [data protection subject access requests page on the council website](#).

You can exercise any of these rights, ask questions about how we use your personal data or complain by contacting us at data.protection@bristol.gov.uk or by writing to our data protection officer at:

Data Protection Officer
Information Governance
Bristol City Council
City Hall
College Green
Bristol
BS1 5TR

If you think we have dealt with your information inappropriately or unlawfully, you have the right to complain to the ICO at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Website: <https://ico.org.uk/>

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