



Children and Young People's Privacy Notice



What is a Privacy Notice?

A Privacy Notice describes how CEC collects, uses, stores and protects your information.

If this page is hard to understand why not ask an adult you trust to read it with you?



What kind of information might we collect?

- Your details - name, address and date of birth
- Diversity and health information - things that are important to you or that describe you like your ethnicity, your religion and any disabilities or medical conditions you may have
- Images of you (photos or video) which someone from CEC has taken of you at an event you attended



Where does the information come from?

We get some information from questionnaires you might fill out at school and sometimes your school will give us your information so we can help make decisions about your future.

If we have images or video of you it will be because we have come to your school to do a photoshoot - we will have asked for you or a trusted adult if it's okay for us to use these images before they are taken.



We'll always ask you or your parent or guardian before we take any of this information about you unless we have a really good reason not to ask



How will we use the information?

- Give children and their schools careers help
- To share with others what our events look like
- Create research about schools and children

It is important that you also know that we will:

- Always be careful with your information and keep it safe.
- Never share your information with anyone else without first asking you or a responsible adult if its ok to do so.
- Make sure people can't find out who you are from the information about you that we have by making your identity secret even to us (anonymised) or by giving you a code name of sorts, known as pseudonymisation, that allows us to find out who you are but only if its necessary to do so.



When will you share my information with others?

Only when we really have to, will we share your information with others. For example we might have to share your information:

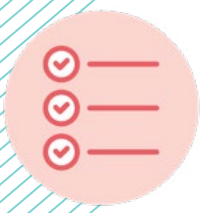
- To keep you safe
- To keep a law
- To do something that the government has asked us to do that is for the greater good.
- Where we have something called a “legitimate interest” to do so



How long will we keep your information for?

How long we'll keep your information is something we decide on the kind of information we have collected. For example:

- If you've filled out our Future Skills Questionnaire (FSQ), we will keep your information pseudonymised (under a secret code name) for 10 years unless you tell us you no longer want us to have this information.
- If we've made it so that your information is no longer linked to you and your identity is secret to us (anonymised), we can keep your information for as long as we need to.
- If we've taken your photo, we will keep this for 3 years unless you tell us you no longer want us to use it.



Can I ask you to change information about me if its wrong?

- If you think any of the information we hold about you is wrong, you or a responsible adult can ask us to correct it for you.
- Either you or a responsible adult can contact us at:
dpo@careersandenterprise.co.uk



Can I have a copy of the information about me?

- Yes! To get a copy of your information you or a responsible adult can ask us for it by contacting: dpo@careersandenterprise.co.uk



Can I ask you to delete the information you have about me?

- Yes! If you, or a responsible adult, asks us to delete the information we have about you we have to do so within 30 days of you asking.
- If you want us to delete your information email us at
dpo@careersandenterprise.co.uk



How do you keep my information safe?

- Your information is kept safe in our secure IT systems and in protected paper storage.
- We send private information by Signed For post or by using encrypted emails.

We do everything we can to keep your information safe. If something goes horribly wrong and your information is affected we will let you or a responsible adult know within 72 hours and we will do everything we can to make your information safe again.



Getting in touch and complaints

- We do our best to keep your information safe in a way that you and adults responsible for you are happy with. But if ever we don't succeed at this or your you're worried about anything in this notice please get in touch with us at
dpo@careersandenterprise.co.uk.
- Or to complain contact: The Information Commissioner's Office, Water Lane, Wycliffe House, Wilmslow, Cheshire SK9 5AF Tel. +44 303 123 111