

Privacy notice for pupils who are going on work experience

How we use pupil information

You have a legal right to be informed about how we use any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store, and use personal data about you when you are going on work experience.

St Bernard's High School are the 'data controller' for the purposes of data protection law.

Our data protection officer is Kristy Gouldsmith (see 'Contact us' below).

The data we will collect

To support the employer and your work experience placement; we will need to process the following data about you:

DATA REQUIRED	THE USE OF THIS DATA	REASON FOR DATA COLLECTION
Student's date of Birth:	The student's age may affect the placements availability or the activity they can carry out	6 (i) c - Processing is necessary for compliance with a legal obligation Legal plus health and safety
Student's address and contact details: Parent/primary carer contact details:	This information may be used to locate a placement within a travelling distance. The student may need to be taken home or in an emergency you may need to be contacted. The employer may need to contact you or the student	6 (I) f processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party Organisational and welfare issues
Student's relevant medical data	The employer will need to decide if the placement will be suitable or there is any activity the student should not be involved with due to the medical condition.	6 (I) d processing is necessary to protect the vital interests of the data subject or of another natural person 6 (i) c - Processing is necessary for compliance with a legal obligation Health and safety issues
Student's special educational needs	The employer will need to provide suitable levels of supervision and support for each student to ensure that they do not put themselves or others in any danger	6 (i) c - Processing is necessary for compliance with a legal obligation

		Health and safety issues
Student's emotional and maturity issues	The employer will need to provide suitable levels of supervision and support for each Student to ensure that they do not put themselves or others in any danger	6 (i) c - Processing is necessary for compliance with a legal obligation Health and safety issues
Learner's gender	Information may be used to find a suitable placement and given to the employer so that they can plan for the placement and make suitable supervision arrangements	6 (l) f processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party Organisational and welfare issues

Sharing your personal data-We will share this data with prospective work experience placements.

Contact us: If you have any questions or would like to discuss anything in this privacy notice, please contact our Data Protection Officer Kristy Gouldsmith at kristy@sapphireconsulting.co.uk

Your rights under the UK GDPR

You have rights in respect of our processing of your personal data which are:

- To access to your personal data and information about our processing of it. You also have the right to request a copy of your personal data (but we will need to remove information about other people).
- To rectify incorrect personal data that we are processing.
- To request that we erase your personal data if:
 - we no longer need it.
 - if we are processing your personal data by consent and you withdraw that consent.
 - if we no longer have a legitimate ground to process your personal data; or we are processing your personal data unlawfully
- To object to our processing if it is by legitimate interest.
- To restrict our processing if it was by legitimate interest.

If you want to exercise any of these rights, please contact us.

If you have a concern about the way we are collecting or using your personal data, please raise your concern with us in the first instance. You may also contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>