

Privacy Notice (How we use your information)

Kirklees Virtual School Summer Programme

Kirklees Virtual School has contracted Employability Solutions to work with a group of young people over the summer of 2020 to engage them in activity and prepare them for their Post 16 journey. Kirklees Virtual School will share the names of young people who they feel will benefit from the Summer Programme, they will also share the name and contact details of their social worker so that contact can be made.

The categories of information that we collect, process, hold and share include:

For the purposes of this programme The Virtual School will share the name of those young people who they feel would benefit from this programme and their social worker details. If a young person wishes to take part in the programme they will meet with Employability Solutions and provide any relevant information to the provider.

Why we collect and hold this information

We collect and process information because we have legal obligations and statutory duties to support the education and safety of all young people in the care of Kirklees Council. The Virtual School is also required to ensure that sufficient, good quality education provision is available for our looked after children.

We use this information in order to:

- Ensure children and young people get the necessary education, health and care support
- Ensure children and young people get a place in an educational setting
- Support children and young people in their learning
- Enable us to carry out specific functions for which we have a statutory responsibility
- Monitor and improve our performance
- Collect information to let us plan future delivery of services

The lawful basis on which we use this information

Public interest / official authority.

Storing this information

The summer programme information will only be held for the length of the programme. The programme will run until the end of October 2020.

Who we share this information with

The information will be shared with Employability Solutions Ltd and young peoples social workers.

Why we share this information

We share information with Employability Solutions Ltd to allow them to offer the programme of support.

We do not share personal information about you with anyone else without consent, unless the law and our policies allow us to do so.

Further information

If you would like further information about how we manage your data, please see the [Kirklees Council privacy notice](#).

If you would like further information about this privacy notice, please contact: Louise Hallas
Kirklees Virtual School 01484 225180.

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at DPO@kirklees.gov.uk or by ringing 01484 221000.