

Privacy Notice for students – 60MM Project

About the project

The 60 Minute Mentor Project is delivered by Southend-On-Sea's Economic Growth Team in Southend based Schools. The 60MM project aims to help introduce young people to the world of work and develop the employability skills of local young people.

This privacy notice advises you, the student on:

- Who are we?
- What information we collect?
- Why we collect it?
- What we do with your information.
- The legal basis for collecting your information.
- Your right to access your personal data

Who are we?

The Economic Growth Team at Southend-On-Sea Borough Council, Civic Centre, Victoria Avenue, Southend-On-Sea, Essex, SS2 6ER support the Economic Growth of the region and deliver a number of skills projects for local residents. The 60MM programme is funded by Southend on Sea Borough Council.

Collecting your information

We collect your information before and after you take part in the 60MM mentoring sessions. In addition to the activity data collected, data on attainment, attitude and attendance may be collected directly from Council records (that the school already provides to the Council).

What information do we collect?

When you attend an activity, Mentoring Officer from the Economic Growth Team will record your name, date of birth and Ethnicity.

We will collect from the data held by Southend Borough Council if you are enrolled onto any other Council led programmes and if you have any special educational needs. We also collect your Unique Reference Number (URN), some school performance data including attendance, attainment, subject performance grades before the mentoring starts, performance grades after the mentoring finishes and will access this student information until the school experience is complete this information will be used to evidence the impact and effect of 60MM project on individual students.

Some information is collected directly by the school, and some of this information may be provided as part of the statutory return that the school has to make to the council. The statutory return information will only be used once permission has been gained from the school and the participants of the programme or their parents for use of this information for this project.

Why we collect and share this information?

Access to the data we collect will help track the programme's performance and impact. Collection of this information and the recording of the associated positive impacts will also assist Southend on Sea Borough Council to continue to deliver the project in the future and secure future funding to reach an increased number of young people. The information will also enable us to see if the programme has had a positive impact on participants at age 16 and 18.

What is the lawful basis on which we use this information?

To assist Southend-On-Sea Borough Council to fulfil its legal obligation to help towards improving local performance on a range of indicators, including helping participants of the programme to be better prepared for work and increasing the chances of: progressing into education, employment or training, getting an apprenticeship, and of getting 5 GCSEs at grade 4 or above.

Storing your information

The information collected by the Economic Growth team will be stored in a secure database at Southend-on-Sea Borough Council. Access to this secure database is limited to members of staff that require it to carry out their role in relation to the programme. The information will be retained in the secure database for at least five years from the end date of the academic year in which the mentoring takes place. We will then securely delete or destroy the information.

We also keep paper records of the questionnaires and these are kept locked up in the Civic Centre in a locked cupboard these will be retained for 5 years from the end date of the academic year in which the mentoring takes place. We will then securely destroy the information.

Contact

Please address any questions, comments and requests regarding our data processing practices to our Data Protection Officer dataprotection@southend.gov.uk

Further information is provided in the councils overarching privacy notice located [here](#). This outlines your rights to request access to your personal data and the right to lodge a complaint. In addition to the right of access, under the GDPR legislation, you will also have the following rights: erasure, restriction of processing, objection and data portability.