

Careers Provision

Confidentiality and Data Protection Statement for Pupils

Confidentiality

In taking part in careers guidance meetings it is assumed (unless you otherwise request) that information discussed within the meeting can be shared with:

- Other Kents Hill Park staff such as form tutor/head of year/ senior leadership team
- Your parents / carers
- Third party organisations that could support you in your education / career, e.g., sixth form, colleges, training providers, employers.

If you do not wish for information to be shared please advise the member of staff conducting the meeting after reading this document – however, without the permission it will be difficult to provide you with careers information, advice and guidance –as there is a requirement to log your careers action plan on the school system which staff have access to. You will have input into your careers action plan and will have access to a copy.

Please be aware that we will not be able to keep confidential information shared that shows clear evidence of serious risk of harm to you or others, in which case, the member of staff conducting the meeting will seek advice from one of the School's Safeguarding Team.

Data Protection

As part of the School's Careers Service you will be asked to provide a certain amount of personal data which is electronically recorded and kept on a database. The information you provide is the minimum necessary to deliver careers advice, information and guidance.

In Years 11 we send destination data through to Milton Keynes Local Authority (this meets the minimum statutory requirement).

The school and its staff comply with strict data security requirements for both paper and electronic records under The Data Protection Act 2018 and the UK's implementation of the General Data Protection Regulation (GDPR). For further information on how we use your data can be found on the school's privacy notice - [KET Privacy Notice](#)

Pupil Name:

Date:

Signature: