



REALISTIC CHOICES

GDPR Privacy Notice

A copy of your action plan will be kept in school along with details of your future option choice ideas. The information may be kept in either a paper or electronic form but will be kept securely in either a locked drawer or an encrypted file.

Why do I need this information?

Information is stored so that you can access the action plan if you need a copy for the future and to help support your progression into a positive outcome of Education, Employment or Training when you finish school.

Your information will only be shared with other agencies if you pass written consent onto Realistic Choices or school. The only reason information will be passed on without your consent will be if there is a safeguarding issue which may result in harm to yourself or others.

How long will I keep the information?

Information will only be held on you for two years after you finish school in Year 11 and it will then be either deleted or shredded.

What are your rights?

If you feel that the information we keep on you is incorrect, or you do not want personal information held you have the right to have the information deleted or corrected. If you have any further questions linked to this document, please contact Kevin Welch at Realistic Choices or the schools Careers Co-Ordinator.

Further information can also be found at www.ico.org.uk