

Oakgrove school - Careers Provision

Confidentiality and Data Protection Statement for Students

Confidentiality

In taking part in a careers guidance meeting with Mrs Sheard (the school's careers advisor) it is assumed (unless you otherwise request) that information discussed within the meeting can be shared with:

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

If you don't wish for information to be shared please advise Mrs Sheard after reading this document – however, without the permission it will be difficult for Mrs Sheard 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 Mrs Sheard 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, Mrs Sheard 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, through to 13 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).