

## Destinations information

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We support our older students with their career opportunities and this includes collecting information about your future work or study plans so that we can check how you're getting on once you leave. The information is also shared with the local authority.

This is a requirement of the Education and Skills Act 2008 and applies to all secondary schools.

However, once you are aged 16 we need to check that you are happy for us to continue sharing information which identifies you and what you have gone on to do.

### What information will we collect?

We will need to collect some basic contact details to ensure our records are up to date as well as any course / job title, the name of any institution or employer, level of study (if applicable) the start date and the duration of any course / apprenticeship / placement.

### What happens with the information?

The data will be collated and held securely on a password protected spreadsheet and the original forms will be securely destroyed / shredded.

The information will be used to help us evaluate the careers support we provide and should we need to contact you to see how you are doing in your further education or employment. Any contact we make will take no longer than five minutes.

The basic contact details stay with the school and will not be shared. Information about what you have gone on to do will be shared with the [local authority](#) and we will also use it to publish anonymous statistics on our website. No one will ever be identified from any information we publish.

Further information about how Heron Hall Academy uses data is available in our Privacy Notice. This is a document which explains how and why we collect and use pupil data and can be found at the bottom of the policy page on our website. It is called '[Privacy notice | Academy pupils and parents](#)' and the web link is here [www.heronhallacademy.org.uk/Policies](http://www.heronhallacademy.org.uk/Policies)

You may also wish to look at the Department for Education's guidance about destinations data and the web link is here [www.gov.uk/government/publications/how-to-use-destinations-data](http://www.gov.uk/government/publications/how-to-use-destinations-data)

### How long do we keep this information?

Depending on the destination, we will keep the information for no longer than 12 months. For example, an apprenticeship placement may mean we keep the information for up to 12 months and a college placement may mean we only keep the information for 6 months.

After the relevant period, the information will be securely and permanently deleted.

### Your consent

We hope we have explained the benefits of collecting this information clearly to you but feel free to ask any questions. We would be grateful if you could read complete and return the following to us.

# Destinations information consent form

<b>Name:</b>	
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<b>Signature:</b>		<b>Date:</b>	
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I consent to my data being shared between the school and local authority in order to review my progress and help improve careers guidance and support.

<b>Yes</b>	<input type="checkbox"/>	If, 'yes', please complete the remainder of this form	<b>No</b>	<input type="checkbox"/>
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Data to be held only by the school for possible contact purposes: -

<b>e-mail</b>	
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<b>Telephone</b>	
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Below data to be held by the school and passed to the local authority: -

<b>Intentions after leaving school</b>
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<b>Work</b> <input type="checkbox"/>	<b>Apprenticeship</b> <input type="checkbox"/>	<b>Further study</b> <input type="checkbox"/>
<b>Voluntary work</b> <input type="checkbox"/>	<b>Taking time out</b> <input type="checkbox"/>	

Please complete all which are relevant below: -

<b>Course / Job title</b>	
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<b>Level of study / Apprenticeship</b>	
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<b>College / 6<sup>th</sup>Form / Employer</b>	
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<b>Start date</b>	
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<b>Expected duration</b>	
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