

## **\*\*THIS PAGE IS TO BE LEFT WITH PARENT/GUARDIAN\*\***

### **GDPR:**

We hold personal data securely in order to deliver the Work Experience - Own Placement Programme which is in line with the UK Statutory Retention Period – Records Relating to Children and Young Adults:

- Until the child/young adult reaches the age of 21.
- See: Limitation Act 1980.

EBP South is the Data Controller for this information. Veyan is the Data Processor for this information acting on EBP South's instructions for the purpose of delivering a contract around the hosting and supporting EBP South's Work Experience Data in the Link2 Work Experience Software, which we use to store the information provided to us, as identified under this privacy notice. Forms will also be stored on EBP South's SharePoint system which is supported by Aerial Direct IT.

### **The categories of information that we collect, hold and share:**

The following personal information is processed:

- Student's personal information (Name, Age, Date of Birth and School).
- Staff's name, contact email and educational establishment.