

Careerpilot Data Processing, Management Statement

<https://careerpilot.org.uk>

Date of statement: May 2018.

To be reviewed: May 2020

1. Purpose

The purpose of this document is to describe relevant policies and procedures regarding privacy and security which have been developed in order to help identify and reduce risk and to comply with all current data protection legislation including the requirements of the General Data Protection Regulation (GDPR).

The lawful basis for processing the data is the fulfilment of a **'public task'**; assisting schools, universities and HEFCE funded NCOP projects in their obligations to increase participation in higher level study and to deliver impartial careers information to young people. The other lawful basis for processing the data is through **'consent'** as all students and staff have to agree consent to proceed through the registration process.

This documents sets out how Careerpilot manages, shares, uses student data and describes what data is collected and how it is used.

Careerpilot is an award winning*, free to use, careers website which aims to provide a one-stop information source to young people aged 13-19, their parents, teachers and advisers in the South of England. The site has information on the full range of choices available to young people, including information on job sectors, jobs and links to 1000s of education and training providers. In addition, the site allows young people to register so they can access Career Tools which enable them to personalise their choices and store results. Since September 2017 the site includes a Reporting Zone. The Reporting Zone enables schools, colleges and National Collaborative Opportunities Partnerships (NCOPs) to view student choices so they can help them achieve their career goals.

Only at the point of registration is student data collected and stored, students can use the main part of Careerpilot without registering.

The website is co-funded through twenty universities linked to their Access Agreement requirements and through six National Collaborative Outreach Programmes as a tool to engage and inform NCOP target students.

2. What information do we require young people to provide?

To access the Career Tools, users of the website register with the following details:

- First name
- Last name
- Email address
- Postcode
- Password (they create this)
- Name of school/ college
- Year of study
- Subscribe to mailing list

When students use the Career Tools they can choose the job sectors and jobs, providers and qualifications they are interested in and this information is stored for them to return to and update over time.

Students can also complete a Skills Map which helps them identify and record their skills for CVs and personal statements, and a Next Steps quiz where they indicate their intentions to progress after 16. The Career Tool's information and the user record is stored on the Careerpilot Reporting Zone. (See separate Security Documentation which explains how the information is stored).

Y9 and above students will also be asked for their consent to be sent no more than three newsletters per annum about careers topics. Y7 and 8 students will not be asked for permission to contact until they are in Y9. When they sign in a pop-up will appear asking for their consent to receive newsletters.

3. Requesting consent from students and informing them about data storage and use

Students in schools and colleges register directly onto the Careerpilot website to create their Careerpilot Career Tools record.

When students register and have entered their personal information (2) they will be taken to a second screen which has the following message:

Terms and consent

Thank you for providing your name, email address, postcode, school and year group. Careerpilot will keep this information safely in the Reporting Zone.

Before completing your registration, please read the information on this page and confirm that you consent to your data being used as described here by ticking the box at the bottom of the page. If you do not consent to your data being used as described, you can terminate your registration by closing this page and your details will not be saved.

You can access and change your details at any time by logging in to your account.

You can close your account and have your record deleted at any time by contacting <mailto:careerpilot@bath.ac.uk>.

When you have completed the registration process you can add your choices and quiz results to your Career Tools. These will be saved for you and you can change and amend your choices at any time. The Career Tools are to help you explore and choose your future career choices. You can view or download your Career Tools report.

To see your information in the Reporting Zone your school/college will have to complete a Data Sharing Agreement confirming how they will look after your information and use it properly (schools and colleges are used to doing this).

If your school/college has completed a Data Sharing Agreement with Careerpilot they can see the information you have added to your Career Tools in the Careerpilot Reporting Zone, so they can help you with your plans. A 'Careerpilot Password Keeper' in your school/college will decide which staff can see your Career Tools e.g. your tutor. Staff with access to your Career Tools can also write 'Adviser Comments', usually when they are talking to you. You can see any Adviser Comments in your Career Tools.

School and college staff with access to your record can look at the Reporting Zone to see your Career Tools information and the choices you are making, e.g. about jobs, qualifications, etc. and also any saved quiz results e.g. from the Skills Map or Next Steps Quiz, so they can support you in getting the jobs and careers you want.

The Reporting Zone can also be seen by the Central Careerpilot Team, who need to see your information so they can transfer your record if you move to another school or college. The Central Careerpilot Team will also sometimes produce reports across a group of schools or students but they will do that without your name showing – so the reports will be anonymous. An example of this sort of report would be one showing what job sectors lots of students are interested in, so we can see trends.

There is another organisation that might look at your data called an NCOP. This stands for National Collaborative Outreach Programme. You might never have heard of them but they are funded by the government to help some young people find out more about higher education. There are 6 in the Careerpilot area, WIN, Future Quest, Next Steps South West, Study Higher, GROWS Gap and SUN. If you are linked to an NCOP you will have been asked to sign a form (and perhaps your parents too) confirming that the NCOP can look at your data.

If you are an NCOP student, your NCOP also has to sign a Data Sharing Agreement but can only see your information if your school/college has agreed that it can. An NCOP cannot see your email address but they can see your name, school, year group and your Career Tools information.

Please tick to say you agree with the terms and consent

The personal data is required to ensure that every user is unique and to enable them to access, retrieve and adapt their Career Tools data.

Individuals in Y9 and above, who have indicated their consent at registration may be sent careers-related information by newsletter on no more than three occasions per annum.

4. How is the data used?

The data is stored on Careerpilot so that individual students can access their information and add to their record as they progress through school and college.

The student data is also available to schools/colleges to view, if they have completed a Data Sharing Agreement. Schools and colleges use this information to see what choices young people are interested in so they can support them in achieving their career goals.

When schools/colleges have signed a Data Sharing Agreement with the Careerpilot Central Team based at the University of Bath, they will be sent a Careerpilot Reporting Zone Password. The school/colleges can issue passwords to the Reporting Zone to other staff and assign them to the groups of students they need to be able to see. Staff assigned to a group can see group and individual reports showing the choices young people are interested in - job sectors, qualifications and providers and also the results of quizzes like the Skills Map and Next Steps quiz. Some results can be viewed across groups, some only by individual. Students can see all data in their report from the main Careerpilot site, if they are signed in.

Advisers/tutors with access to a student can also add comments to a student's record, which are viewable by the student and any other staff with access to that specific student. The 'Adviser Comments' tool is often used to record the outcome of a one to one careers or tutor session with the student.

Many schools and students are involved in a government funded project called the [National Collaborative Outreach Programme](#) (NCOPs). The NCOPs aim to help young people from certain areas find out more about Higher Education. The NCOPs have funded the development of the Careerpilot Reporting Zone. The NCOPs can see a student's Careerpilot record if a school has completed a Data Sharing Agreement saying they can do this. All NCOP students also sign a tracking form asking for their

permission for their data to be tracked, this includes for Careerpilot. No person working for an NCOP can see student data unless their school/college has given them permission to do so. NCOPs cannot see a student's email address.

5. How long do we keep the data?

Careerpilot is for students in Y9-Y13 but sometimes students in Y7 and 8 will use it too. Every year on August 31st students will be moved up one year in the system. That means that the student's choices and report can move with them and they can change or add to their plans as they move through the different years, even if they change school/college. We will keep a student's Careerpilot record in the Reporting Zone until they are in Y15, which means they will be 21. Three months before their record is to be deleted they will receive a message to warn them so they can download any reports they want to keep. At any time a student can request their record to be deleted by contacting careerpilot@bath.ac.uk

6. Informing parents and carers about Careerpilot and data processing

The lawful basis for processing the data for Careerpilot is the fulfilment of a 'public task'; assisting schools, universities and HEFCE funded NCOP projects in their obligations to increase participation in higher level study and to deliver impartial careers information to young people.

This means that it is not a legal requirement to request parental permission for young people to use the site but schools are encouraged to ensure parents are aware of Careerpilot and how a young person's data will be processed.

Parents and carers will also be interested to know about the site and the [Parent Zone](#) so they can use these tools to support young people in making informed decisions.

The statement below can be included in any data information sent to parents by schools.

The [Careerpilot](#) website provides one-stop and free-to-access information for young people on all the career choices available to them, including about qualifications, jobs sectors and jobs. If students register they can access Career Tools which enable them to choose the jobs and qualifications they are interested in and save that information so they can access and adapt it later. To register students need to provide the following information:

- School
- First name
- Last name
- Email address
- Postcode
- Password
- Name of school/ college
- Year of study

Schools can view student's choices through the Careerpilot Reporting Zone so they can help them achieve their career goals. The site also includes a [Parent Zone](#).

7. Who manages the data?

The data from all students, staff and NCOP staff will be managed by the Central Careerpilot Team (CCT). The CCT is based at the University of Bath and the legal team at the university have agreed this statement and the security team have checked that the CCT are storing all data safely.

The CCT provides a Reporting Zone Helpline so that schools/colleges and NCOPs can get support with issues related to the Reporting Zone, such as moving a student to another school/college if they have left, managing the deletion of duplicate records which might occur if a student has registered twice.

The CCT also manages requests for access to the Reporting Zone from schools, colleges and NCOPs.

8. How do schools/colleges request access to the Reporting Zone and what can they see?

To request access to the Reporting Zone schools and colleges complete a Data Sharing Agreement (DSA) which states what information the CCT collects and how this will be used and how the school/college should access and use the information to comply with data protection law.

If a school or college is not part of an NCOP their Data Sharing Agreement will only allow the Central Careerpilot Team to see student data, not any of the NCOPs. If a school or college is part of an NCOP their Data Sharing Agreement will confirm that the relevant NCOP is also permitted to see student data.

The DSA is signed by a senior member of staff at the school or college and also by the Head of Widening Participation at the University of Bath. The school or college also provides an email address for the member of staff who should become the 'password keeper'. A Careerpilot Reporting Zone Password is issued to that person along with a copy of the DSA and instructions. The password keeper is then responsible for setting up groups e.g. tutor groups, and issuing passwords to other staff - restricting access so that only relevant staff see relevant groups. Schools and colleges should notify the CCT if a password keeper leaves and provide a new password keeper. In August every year all 'password keepers' will be contacted by email to see if they are still in post. If emails bounce then their account will be suspended and the school or college contacted to provide a new 'password keeper'. In addition all school and college staff with access will also be emailed and any bounced email addresses will be deleted from the system

School/college staff with access to a group can see the name, email, postcode, year group of the students they have access to and also any Career Tools report for their assigned groups.

9. How do NCOPs request access to the Reporting Zone and what do they see?

NCOPs requesting access to the Reporting Zone complete an NCOP DSA and provide details of their 'password keeper', the keeper will be issued with a password, and be responsible for setting up groups and passwords for other NCOP staff. They are encouraged to restrict access so that only relevant NCOP staff can see relevant groups. NCOPs should notify the CCT if a password keeper leaves and provide a new password keeper. In August every year all 'password keepers' will be contacted by email to see if they are still in post. If emails bounce then their account will be suspended and the NCOP contacted to provide a new password keeper. In addition, all NCOP staff with access will also be emailed and any bounced email addresses will be deleted from the system.

An NCOP cannot see any school or college data unless the school or college has given permission to them through the relevant DSAs. NCOPs cannot see student email addresses.

10. Will the CCT contact students?

On the registration form students in Y9 and above can indicate whether they agree to being contacted so that the CCT can send up to three careers newsletters each year. The newsletters aim to help students make informed choices.

Y7 and Y8 students will not have an option to choose to be contacted and WILL NOT be contacted by the CCT.

When a Y9 student signs in who has previously registered in Y7/8, a pop-up will appear asking for their consent to receive up to three careers newsletters per annum.

In addition to the above, between July and September each year an electronically generated message will be sent to all Y11, 12 and 13 email addresses in the system advising them to change their school/college details and email address if they have moved to a different college, university, etc.

11. School/college/NCOP staff data

Reporting Zone Password Keepers for each school/college NCOP will be set up as new users on the Careerpivot Reporting Zone by the Careerpivot Central Team on receipt of a signed Data Sharing Agreement from a school/college/NCOP requesting access to the Reporting Zone.

The 'Reporting Zone Password Keeper' in a school/college/NCOP creates other staff users through their school/college/NCOP area in the Reporting Zone.

To be set up as a new user the following information is required:

- First name
- Last name
- Email
- Role (this determines the level of access the staff member should be given)

The 'Reporting Zone Password Keeper' will allocate which groups of students the staff member can view through the Reporting Zone.

The staff member will then receive an email with a password and link to the Careerpivot Reporting Zone. They will see a message confirming that completing the registration process indicates their acceptance of the Terms and Conditions with a link to the relevant information as follows.

Terms and Conditions:

You have received this email because you have requested or been given access to the Careerpivot Reporting Zone so that you can view the Career Tools record of specific students/groups you have been assigned to. You will be able to see reports showing the career choices students are interested in and quiz results so you can help them achieve their career goals. You can also add 'Adviser Comments' to an individual student's record. The student can see all reports and comments in the Careerpivot main site, when they are signed in.

You must comply with all data processing requirements.

12. How do we inform Careerpivot users about data processing and security?

All statements related to data security processing, storage and compliance will be available to access via a link on the Careerpivot Home Page headed 'How we look after your data'.

13.Contact us:

Careerpilot Central Team
January 2018
University of Bath
Widening Participation Office
Virgil Building
Bath
BA1 1JW
Contact: careerpilot@bath.ac.uk
Helpline: 01225 386161

Float New Media Design Ltd
5 Princes St,
Bath
BA1 2ED