



Friends' School Work Experience Programme Data Protection Notice

Friends' School uses data processing facilities provided by Cognito Forms to manage the Work Experience Programme. Cognito Forms have a GDPR compliant Data Processing Statement. The Data Controller is Friends' School Lisburn and Cognito Forms are listed as the Data Processor. In fact, the personal data is entered and processed by employees of Friends' School using the facilities provided by Cognito Forms.

The personal data held in the regard comprises your name, contact information, placement records and any other information including, but not limited to, disabilities, SEN, medical information of relevance to your placement(s). The source of the information held will be as entered on the Placement Details and Parental Consent Form (WE2) which is completed by the pupil and parent/guardian.

Data is held in the Work Experience Database for the sole purpose of managing your Work Experience placement(s) and access will be restricted to Members of the Careers staff.

Personal data of those taking part in the Work Experience Scheme will, of necessity, be shared the employer(s) with whom they are placed in order for the employer(s) to properly discharge their obligations with regard to the placement including the health, safety and welfare of the pupil(s) placed with them.

Enquiries about Data protection should be addressed to The Principal. Privacy Notices and our Data Protection Policy are published on the school website www.friendsschoollisburn.org.uk

We need your consent to hold and process this data and to share it, as appropriate, with employer(s). Consent forms will be issued to WE Programme participants.