January 2024

**Springpod – Informational Letter**

Dear students and parents,

I am writing to inform you about the Springpod online portal which we are signposting our students to sign up for in support of their future career and work experience opportunities.

Springpod aims to enable every young person to experience a university course or career before they apply. They partner with outstanding universities and employers, to create interactive, experiential learning programmes designed to empower the next generation to make informed choices about their future. Their online work experience programmes and university course taster experiences support young people to explore and learn about the world of work and widen their access to and experience of equal opportunities.

To access these non-mandatory opportunities available via Springpod, students must decide whether to provide consent and share the following personal data to create an account:

· First name and surname;

· School email address;

· Date of birth (must be over 13 years old);

· Interests including future careers and next steps (FE, HE, apprenticeships or employment).

Additional personal datasets can be shared with Springpod however this is not mandatory to access the platform. This data will be visible to Springpod and Academy staff who will monitor activity on the portal and interaction with any employer with whom the student chooses to make an application for work experience.

As per Springpod’s privacy policy, this data will not be shared with any third parties unless the student specifically consents to them doing so for the purpose of accessing work experience opportunities. Springpod will retain personal data until students accounts are inactive for 24 months at which point data will be anonymised and destroyed.

Please note that Springpod uses Google Classroom and Google Meets to coordinate virtual work experience placements with employers and students to allow information to be shared in a safe and secure environment. Students and employers are invited by Springpod to the Google Classroom using anonymised email accounts created by Springpod specifically for this purpose to ensure that the employer does not have access to the student’s email address.

While students are strongly encouraged to sign up because of the unique opportunities presented by this platform, students can make their own decisions about whether or not they wish to do this and are not required to using Springpod’s platform. Students will be given the option to agree to their data sharing via Springpod’s online platform if they consent to their personal data being used as Springpod explain when registering online.

**Bluecoat Aspley Academy – Privacy Statement**

We’ve chosen to send this explanation to parents and those with parental responsibility to provide awareness of the opportunity and to encourage parents to support their child in choosing whether or not to participate in these optional opportunities.

Parental consent is not relevant to student data sharing as students will make their own decision to register and share personal data at the point of signing up to Springpod’s platform. To view full privacy information about Springpod’s data processing needs, please see their privacy policy which can be found here: https://legal.springpod.com/privacy-policy

For further information about how Archway Learning Trust process personal data, please see our Data Protection FOI Policy available at [www.archwaytrust.co.uk/about-us/policies/](about:blank)

Kind regards,

Careers Team

Bluecoat Aspley Academy