THE Inspire & Achieve FOUNDATION

DESTINATION DATA POLICY

2026-2027



Destination Data Collection Plan and Policy

1. Purpose

The Inspire and Achieve Foundation (IAF) collects, analyses and uses destination data to ensure that all young people receive high-quality, personalised careers support in line with Gatsby Benchmark 3: Addressing the Needs of Each Pupil.

This policy outlines how IAF collects, stores, uses and reviews intended and actual destination data for young people for at least twelve months after they leave the charity.

This policy should be read alongside:

- IAF Careers Education, Information, Advice & Guidance (IAG) Policy
- IAF Data Protection & GDPR Policy
- IAF Privacy Notice

2. Legal and Regulatory Framework

IAF processes destination data in accordance with:

- UK GDPR and the Data Protection Act 2018
- Charity Commission guidance on data handling and governance
- Gatsby Benchmarks for Good Career Guidance
- Local Authority participation and tracking duties

Lawful Basis for Processing

IAF processes destination data under the following lawful bases:

- Legitimate Interests – to monitor outcomes, improve provision and fulfil charitable objectives
- Public Task – where supporting participation, progression and careers guidance aligns with statutory duties
- Consent – where young people provide explicit permission for alumni contact beyond statutory requirements

Full details are set out in the IAF Data Protection & GDPR Policy.

3. Scope

This policy applies to:

- All young people enrolled on IAF programmes
- Alumni for up to 12 months after leaving
- Staff responsible for collecting, recording, analysing or reporting destination data

4. Types of Data Collected

4.1 Intended Destination Data

Collected through:

- Surveys and exit feedback
- Tutor one-to-ones
- Careers guidance interviews
- Mentoring sessions
- PEP/EHCP reviews
- Parent/carer engagement
- Internal shared spreadsheet trackers

Data collected includes:

- Name and date of birth
- Personal contact details
- Programme attended
- Intended destination
- Whether the young person has applied
- Level of certainty about their intended destination
- Career/job interests
- Permission for alumni contact (up to three years)
- Consent to join the alumni register

Collection points:

- King's Trust Team Programme: November, April, July

4.2 Actual Destination Data

Collected through:

- Annual alumni messages
- Alumni surveys
- Annual phone calls
- Enrolment data from colleges, training providers and universities
- Data sharing agreements with Local Authorities
- Data sharing agreements with FE colleges
- Parent/carer updates

Data collected includes:

- Name and contact details
- Year left IAF
- Actual destination
- Career/job interests
- Alumni register preferences
- Details of careers support accessed (e.g., NCS, Futures)

Collection point:

- October each year

5. Data Storage and Security

Destination data is stored securely in line with the IAF Data Protection & GDPR Policy using:

- Secure spreadsheets
- SharePoint-based data spreadsheets
- Internal Lamplight data system

Access is restricted to authorised staff only.

All systems use password protection, access controls and audit trails.

6. Data Retention

- Intended and actual destination data is retained for 12 months after a young person leaves IAF, unless a longer period is required for statutory reporting.
- Alumni contact preferences (where consent is given) are retained for up to three years.
- Data is securely deleted in accordance with the IAF Data Retention Schedule.

7. Data Subject Rights

Young people and alumni have the right to:

- Access their data
- Request correction of inaccurate data
- Request deletion (where lawful)

- Withdraw consent for alumni contact
- Object to processing

Requests are managed in line with the IAF Data Protection & GDPR Policy.

8. Data Usage

Destination data is used to:

- Identify young people without a positive destination
- Analyse intended and actual destinations
- Identify trends, gaps and anomalies
- Compare outcomes with local, regional and national data
- Inform improvements to the IAF careers programme
- Support strategic planning and reporting to trustees

Cohort Analysis (Gatsby Benchmark 3 Requirement)

IAF monitors outcomes for key groups including:

- SEND
- Young people with EHCPs
- Looked-after children
- Care leavers
- Disadvantaged young people
- Gender and ethnicity groups

This ensures equity of access and identifies where targeted support is required.

9. Roles and Responsibilities

- Director: Policy owner, ensures compliance and oversight
- Careers Lead: Oversees data collection, analysis and reporting
- Programme Staff: Collect intended destination data
- Data Officer / Admin Team: Maintain secure records and ensure GDPR compliance
- Trustees: Receive annual destination analysis and use it to inform strategic decisions

10. Quality Assurance and Review

- Destination data is reviewed annually by the Careers Lead and Director.
- Findings inform updates to the IAF IAG Policy and annual Careers Plan.
- Trustees receive an annual destination outcomes report.
- This policy is reviewed annually or sooner if legislation or guidance changes.