

PRIVACY NOTICE

Issued by Wiltshire Local Authority on Information Sharing

The **Local Authority (LA)** uses information about children for whom it provides services, to enable it to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the child may have. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools. The statistics are used in such a way that individual children cannot be identified from them.

The Local Authority will use information about its school workforce for research and statistical purposes, and to evaluate and develop education policy and strategies. The statistics are used in such a way that individual staff cannot be identified from them. The LA may also use it to support and monitor schools regarding sickness and recruitment of staff.

The Local Authority is required to pass on some of this information to the Department for Education (DfE). The DfE uses this information to help with policy development, LA performance management and funding and to assist with the development of good practice.

The information will be held securely by the Local Authority as both manual records and electronic files. It may be shared within the Department and the Council and with other statutory authorities and related professional bodies as required by law and to fulfil the Local Authorities responsibilities.

If you want to see a copy of the information we hold and share about you then please put your request in writing, or print and complete a subject access request form (<http://www.wiltshire.gov.uk/subject-access-request-form.pdf>), and send it to:

- Data Protection
Corporate Information Team
Wiltshire Council
Trowbridge
Wiltshire
BA14 8JN

For further information about how the DfE stores/uses personal data:

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/privacynotices/a0077959/what-the-department-does-with-pupils-and-childrens-data>

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/privacynotices/a0064391/who-the-department-passes-pupil-data-to>

Youth Support Services - For pupils aged 13 years and over, the school is legally required to pass on certain information to the provider of youth support services in their area. This is the local authority support service for young people aged 13 to 19 in England. The school must provide the name and address of the pupil and their parents and any further information relevant to the support services' role. In addition, the date of birth of the pupil is supplied.

Until pupils are aged 16 or older, their parent(s) can ask that no information beyond their children's name, address and date of birth (and their own name and address) be passed to the youth support services provider. This right transfers to the pupil on their 16th birthday. Pupils and/or parents will need to inform the school if this is what they wish.

Online information, advice and support on a range of issues affecting young people can be found on the Directgov Young People page at www.direct.gov.uk/en/YoungPeople/index.htm with access to trained helpline advisers, via SMS text message, telephone, webchat and email.

Children in Need or looked after by the Local Authority Integrated Children's Services hold personal data about our children in care or those children to whom we provide services, and use this data to:

- support children and monitor their progress
- provide appropriate support and pastoral care, and
- assess how well the Local Authority services as a whole is doing.

Primary Care Trusts (PCT) use information about pupils for research and statistical purposes, to monitor the performance of local health services and to evaluate and develop them. The statistics are used in such a way that individual pupils cannot be identified from them. Information on the height and weight of individual pupils may however be provided to the child and its parents and this will require the PCTs to maintain details of pupils' names for this purpose for a period designated by the Department of Health following the weighing and measuring process. PCTs may also provide individual schools and LAs with aggregate information on pupils' height and weight.

ContactPoint Pupil information will no longer be used for ContactPoint. ContactPoint was a national database which held the name and contact details for all children in England (up to their 18th birthday), their parents or carers, and the practitioners working with them. In line with a longstanding policy intention, and a commitment in the Coalition Agreement, the Government confirmed that ContactPoint would be switched off at noon on 6 August 2010. From that date no users were able to access the system. The database has been destroyed using Government-approved security standards and processes. Further information is available on the DfE website.

School Privacy Notices

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller.

Data controllers have to provide “data subjects” with details of who they (the data controllers) are, the purposes for which they process the personal data, and any other information that is necessary to make the processing of the personal data fair, including any third parties to whom the data may be passed on. This is normally done by what is referred to as a “privacy notice”.

A school will issue a Privacy Notice to parents or to pupils where that young person is aged 12 or over when they enrol at the school. The notice may include information about organisations with whom the school shares its data and links to Local Authority and Department for Education (DfE) websites where it is explained how data is used and shared by these organisations. A Privacy notice may only need to be issued once and it is the responsibility of parents and pupils to review the content of these websites to check for any changes.