

PRIVACY NOTICES

Overview

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 LA uses the information to inform schools about potential admissions, for its admissions and transfers allocation system, for Early Years admissions and for forward planning as part of school budget, forecasting and reorganisation proposals.

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 LA may also use it to support and monitor schools regarding sickness and recruitment of staff.

Clinical Commissioning Groups (CCGs) 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 CCGs to maintain details of pupils' names for this purpose for a period designated by the Department of Health following the weighing and measuring process. CCGs may also provide individual schools and LAs with aggregate information on pupils' height and weight. In addition, the LA will assist the CCG in any local or national initiatives to provide school pupil information to enable them to carry out these tasks effectively and electronically where possible. These will include, inter alia, dental inspections, obesity surveys, special immunisation programmes and any other tasks involving school nurses where there is a need to share information and where it is important under Data Protection legislation to preserve the absolute integrity of the data.

Youth Support Services - Once you are aged 13 or over, we are required by law to pass on certain information to the provider of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide the address of you and your parents (and your date of birth) and any further information relevant to the support services' role.

However, until you are aged 16 or older, your parent(s) can ask that no information beyond your name, address and date of birth (and their name and address) be passed on to the youth services provider. This right transfers to you on your 16th birthday. Please inform the School Administrator if this is what you or your parents wish.

For more information about young peoples' services, please go to the National Careers Service page at

<https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx> or the LA website <http://www.telfordjobbox.co.uk/futurefocus.html>

Information from the various Censuses the Council is required to undertake with regard to Children & Young People.

From the schools' perspective: All schools collect and hold personal data on pupils and may receive information on pupils from their previous school. The school concerned is the Data Controller. Schools use it to support teaching and learning; to monitor and report on progress; to provide appropriate pastoral care, and assess how well schools are doing. This information can include contact details, national curriculum assessment results, attendance information (for pupils over 5), characteristics such as ethnic group, special educational needs and any relevant medical information. Schools will not give information about pupils to anyone outside the school without consent unless the law or their rules permit it. Schools are required by law to pass some of the information to the Local Authority (LA) and the Department for Education (DFE). To see what information is held on them, it is possible to contact the individual school to request this.

For secondary schools/pupils in Yr 8: Careers Advice and Guidance – 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 Gov.UK <https://www.gov.uk/government/collections/helping-young-people-into-work>

In addition, for pupils in years 9, 10 and 11: Pupil census data will be shared with UCAS (Universities and Colleges Admissions Service) to enable pupils to make online applications to 14-19 learning opportunities, and to allow analysis and tracking by Future Focus.

For pupils aged 14-19: Data on Free School Meals eligibility from the School Census may be shared with Post 16 education providers when requested to assist them in establishing potential eligibility for the 16-19 Bursary Fund.

From the perspective of Children in Need or looked after by the Local Authority: The Council holds personal data about children in care or those children to whom it provides services. The Council is the Data Controller. The data is used to support children and monitor their progress, provide appropriate support and pastoral care, and assess how well the Local Authority services as a whole are doing. This information includes personal characteristics and details for the services provided. The LA is required to pass on some of this information to the 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.

From the perspective of the school workforce employed or otherwise engaged to work at a school or the Local Authority: Personal data is held by the school/Local Authority about those employed or otherwise engaged to work at the school or LA. The school/Local Authority is the Data Controller. Data are collected to assist in the smooth running of the school and/or enable individuals to be paid. This personal data includes some or all of the following: identifiers such as name and National Insurance Number; characteristics such as ethnic group; employment contract and remuneration details; post 'A' level qualifications; and absence information. The collection of this information will benefit both national and local users by improving the management of school workforce data across the sector; enabling a comprehensive picture of the workforce and how it is deployed to be built up; informing the development of recruitment and retention policies; allowing better financial monitoring and planning; enabling ethnicity and disability monitoring; supporting the work of the School Teacher Review Board and the School Support Staff Negotiating Body. It is required that some of this data is passed to both the Local Authority and the DfE. The information will not be given to anyone outside the school or Local Authority without the individuals consent unless the law or their own rules allow them to.

Data Collections

Activity/Theme/ Purpose
School Census/Alternative Provision Census/Pupil Referral Unit Census/Children in Need Census/Early Years Census/School Workforce Census/ EYFSP and KS1 Data collections/Early Years Foundation Stage Census/Reception Intakes/Primary to Secondary transfer, pupil preference returns.
Agencies
Telford & Wrekin Council
Community Schools
Academies
Voluntary Controlled Schools
Trust Schools
Voluntary Aided Schools
Foundation Schools
Department for Education
Telford & Wrekin Clinical Commissioning Group
Shropshire County Clinical Commissioning Group
Shropshire Council
Post 16 Providers
Information Shared
Pupil Censuses: Pupil details (name, DOB, address etc.), school attended, parental contact details, free school meals eligibility, ethnicity, special educational needs, language, school characteristics, attendance, exclusions, service child indicator, in care status, results and other associated data.

Workforce Census: Staff Member Name, NI Number, Gender, Date of Birth, Ethnicity, Disability, Job Status, Absence, Pay Details, Destination, Origin, Hours, FTE, Contract Weeks and associated data.

The information is collected because it is required by DfE for funding, research and statistical purposes. The Censuses listed are the responsibility of individuals in a number of different Council Services.

How

Information is shared between organisations by internal secure email where appropriate (Council only), or through use of the DfE secure S2S website.

Children’s Data from the Clinical Commissioning Groups

Activity/Theme/ Purpose

Clinical Commissioning Groups records of known children aged 0 to 5 years

Agencies

Telford & Wrekin Council

Community Schools

Academies

Voluntary Controlled Schools

Trust Schools

Voluntary Aided Schools

Foundation Schools

Telford & Wrekin Clinical Commissioning Group

Shropshire County Clinical Commissioning Group

Shropshire Council

Information Shared

Name, Date of Birth, Address, NHS number, School Attendance Area

Data on children aged 0 to 5 years is used to project pupil places that may be needed for future years across the Borough. The sharing of this data is covered by a Data Sharing Protocol.

How

The information shared between the CCG, Telford and Wrekin Council and Shropshire Council is shared over Secure Websites and the DfE secure portal School to School.