

## **Privacy Notice**

### **Education**

Everything we do with information about living people – such as how we collect it and with whom we share it – has to comply with the Data Protection Act. A key part of this is being open about how we use information and what rights you have in respect of it.

This notice tells you what information we collect and process about you when you ask for or get services from our Education Directorate which is a joint directorate with Cambridgeshire County Council led by Jonathan Lewis.

This privacy notice includes a number of services

- Our role as the Local Authority which includes Schools Infrastructure, Peterborough Virtual School for Children in Care and School Standards & Effectiveness
- SEN and Inclusion
- Portage
- Autism & ADHD Advisory Teacher Service
- Specialist Teaching Services
- SEND Partnership Service
- Educational Psychology
- Early Years & Childcare
- Pupil Referral Unit and Learning Centres
- Passenger Transport
- Governor Services
- NEET (Not In Education Employment or Training)
- Peterborough Learning Partnership

### **What information do we hold and about who?**

We collect and use pupil information for some of the duties the council must perform. These are called our statutory duties i.e. a law or piece of legislation means that we have to do it.

The categories of person we may hold information about includes

- Pupils
- Parents/Carers
- Providers of services such as transport

The information we hold about you varies according to the service you are having but might include the following -

- Name
- Address
- Gender
- Date of Birth

- Ethnicity
- Unique Pupil Reference Number
- NHS Number
- Country of birth
- Free school meal eligibility
- Household
- Contact details including email addresses and IP addresses
- Income details
- Physical and Mental health information
- Outcomes of statutory national curriculum assessments and examinations
- Placement information such as reasons, exclusions, behavioural information, medical needs and assessments
- Attendance information such as sessions attended, number of absences and absence reasons
- Post 16 training, educational or employment information
- Relevant Case Information including records of visits or contacts with you
- Details about other agencies involved with you
- Financial Information
- Criminal offences which may relate to our statutory duty to protect children
- Religious beliefs to ensure that these are respected in our work
- Sexual orientation where it is appropriate to enable the right kind of support to be offered
- Insurance and vehicle details

Where we collect special categories of data, this is processed to enable us to meet our statutory duties as well as to ensure that we provide the correct service.

The information we collect is recorded in paper files, in databases and in electronic folders on Peterborough City Council's secure network where it is accessible only to staff who need to see it to do their jobs. Staff who visit you might keep paper notes about their conversation with you but these will usually be destroyed once relevant information is transcribed to our electronic systems. Some of the information in our databases can be accessed remotely on mobile devices, by staff who visit you in your home.

### **Why do we have it and what do we use it for**

The majority of pupil information you provide to us is mandatory and we have to collect it. However, some of it is provided to us on a voluntary basis. Where this is the case then we will inform you of whether there is a choice and how that information will be used.

If you approach these services then we will need to process your information to perform our statutory duties and also provide you with information where you may consent to.

- As the Local Authority, we have the statutory duty relating to the provision of education to children of compulsory school age under the Education Act 1996. We will use the pupil data such as the school census to :
  - support pupil learning,

- [identify and manage non-attendance issues](#)
- monitor and report on pupil progress including to the DfE
- to ensure that we accurately moderate statutory of end Key Stage national assessments
- to provide appropriate pastoral care
- to assess the quality of our services
- to assess the future provision of those services
- [monitor the education of children in our care](#) wherever they are accommodated as per statutory guidance
- provide school admissions services for schools and academies
- [Special Education Needs & Disability \(SEND\) and Inclusion](#) is a service offering a number of statutory services in support of children and young people which includes
  - [SAMS](#) which is a statutory service offering assessment and monitoring of children with special educational needs and drafting & monitoring of Education, Health & Care Plans in line with our statutory duties under the Children & Families act 2014, Special Educational Needs and Disability Regulations 2014 and the SEND Code of Practice 2015.
  - [Portage](#) provide a service which supports and delivers a developmental, educational programme for children aged 0-3 with SEN and their families. When you become involved with the service then it may be because someone has referred you or you have asked for the service yourself. It will be always explained to you what information is required for us to help you and you have a choice as to whether you are involved.
  - [Autism & ADHD Advisory Teacher Service](#) work directly with children & young people who have diagnosis of ASD or ADHD and Schools. In addition we offer training to education establishments and consultation sessions for parent carers. This is part of our statutory duty to provide access to education for children
  - [Specialist Teaching Services](#) is a statutory service which works with children and young people aged 0-25 with SEND, particularly Hearing Impairment, Visual Impairment and Physical Disabilities
  - [SEND Partnership Service](#) provides impartial information, advice and support to parents, children and young people on Special Educational Needs and Disabilities in line with our statutory duties
  - [Educational Psychology](#) are a statutory service who work with and provide advice on vulnerable children or young people in the 0-25 age range, who are experiencing special educational needs that will hinder their successful learning and participation in the community. This in in partnership with parents, teachers and other professionals so that ways of support are identified to be implemented.
- [Early Years & Childcare](#) provides advice support and training to all early years and childcare providers registered or preparing to register with Ofsted as part of our statutory duties as well co-ordinating the Early Support Pathway for children with complex needs. We will often work with Peterborough Voluntary Services to deliver support.
- [Pupil Referral Unit and Learning Centres](#) are based over three sites for children aged between 5-16 who are excluded from school. They act in accordance with

our statutory duties associated with permanent exclusions, fair access admissions, behaviour support service to schools and the leadership of safeguarding and prevent for the whole of education in the city. In order to deliver this service, we will collect special categories of data to ensure that we can support children fully in their education and development.

- Peterborough Virtual School monitors the education of all children aged between 3 years and 18 years who are in the care of Peterborough City Council. The role of Virtual School Headteacher is a statutory requirement.
- [Passenger Transport](#) arranges transport to school for children and young people who are eligible under the Children's Services Transport Policy or the Peterborough Post-16 Transport Policy, transport for looked after children and transport to contact sessions as well as community transport. This may be provided by issuing bus passes for public transport or using one of our approved transport providers.
- NEET (Not In Education Employment or Training) is a statutory service which supports young people who are not in employment, education or training to make positive progressions into EET.
- [Governor Services](#) provide support for governors including training via Service Level Agreement and a clerking service to schools
- [Peterborough Learning Partnership](#) is committed to developing communities that create successful learning and leadership, confident individuals and responsible citizens. We will provide benefit to all children and young people by developing, delivering, commissioning and evaluating a wide range of learning and development opportunities for school, supporting all members and partners in raising aspirations and standards, creating better outcomes for all. We use the the DfE [Teacher Development Standards](#) as basis for decisions on programming our courses The partnership currently consists of 55 schools spread across Cambridgeshire, Lincolnshire and Northamptonshire. All our schools who are members of the Peterborough Learning Partnership will benefit from effective support to improve learning outcomes for pupils and continued professional development of teachers. The partnership processes personal data to provide the booking and evaluation process for these courses and the information is used for that purpose. You may choose to be included on the mailing list should you wish to be.

We collect only the information that we need to carry out these functions and we ensure that it is used and stored safely and securely. All staff who have access to information about you will have received training on data protection and information security.

### **Who we share information with and why**

We will need to share information where it is necessary to perform our statutory duties and this will be made clear to you in your particular case. We will share information with other agencies who provide services to you and this will be explained to you as to why we are sharing and what information is being shared.

Some of the agencies we receive and share information with will include:

- schools that the pupil's attend after leaving us
- within our local authority where it forms part of our statutory duties
- internal colleagues where it supports the service you receive
- Council's Legal Services
- Children's Social Care
- the Department for Education (DfE)
- Academies/free schools
- School nurses and immunisation
- Health Agencies
- Police
- Foster carers
- Social Workers
- Solicitors
- HMRC
- DWP
- UKBA
- Courts
- Colleges
- Transport providers, volunteer and employed drivers

### **The Department for Education**

We are also required to supply information to the Department for Education (DfE); for example under the Education Act 1996 or [Education \(Information about Children in Alternative Provision\) England Regulations 2007](#). Additional information relating to the sharing of data with the DfE can be found [here](#) and on the Alternative Provision Census [here](#). We also provide schools and the DfE with information about post 16 years old destination where is the statutory duty to report on those in education, employment or training as part of our Raising the Participation Age duties.

We also receive information from schools and colleges as well as the DfE to enable us to meet the requirement for the council to maintain a record of the education/employment activity of all post-16 students resident in our area. We are reliant on schools and colleges to supply accurate learner details, however the delivery of Individualised Learner Data (ILR) by the DfE on a twice yearly basis allows us to verify this data and to identify and correct any anomalies. Data will be supplied by the DfE to enable the council to contact individuals in our area to encourage participation in education and training, in accordance with our statutory duty. More details about the DfE sharing information with local authorities can be found [here](#).

### **How long do you keep information for?**

We only keep information for as long as it is needed. This will be based on either a legal requirement (where a law says we have to keep information for a specific period of time) or accepted business practice. More detail can be found in our retention schedule.

## **Your Rights**

You have rights under Data Protection and these are as detailed in the corporate notice and can be accessed on our [Data Protection - Rights Information page](#).