

Privacy notice for pupils in schools, alternative provision and pupil referral units and children in Early Years settings

This notice gives additional information to that sent to you by your school and provides further information about the processing of pupils' personal data by the local authority and other local agencies.

Your school processes personal data about its pupils and is a "data controller" in respect of this for the purposes of the Data Protection Act 1998. It processes this data to:

- support its pupils' teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care, and
- assess how well the school as a whole is doing

This information includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

From time to time the school is required to pass on some of this data to organisations such as the Local Authority who are a data controller for the information they receive. The data must only be used for specific purposes allowed by law.

The Local Authority (LA) uses information about children and families for whom it provides services to carry out specific functions for which it is responsible, such as the assessment of any special educational needs or the provision of careers advice and other support services.

The Local Authority wants to be able to provide appropriate, timely and effective services - it is important to us that we co-ordinate what we do for you properly. To do this, we share basic information such as name and address between services within the Local Authority. This is so that we can keep our information as up-to-date as possible and so that we can improve our services to you. Even though our systems are joined-up, we ensure that staff within the council can only access the information they need to do their job.

In accordance with Regulations 23 and 35 of the Representation of the People Regulations (2001), the basic details of young people aged 16+ are used by the local authority for the purposes of encouraging registration and verifying identity prior to entry on the Register of Electors.

The Local Authority also uses information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for schools. Statistics are used in such a way that individual children cannot be identified.

Information Governance

Information & Support

Leicester City Council

Bosworth House

9-15 Princess Road West

Leicester

LE1 6TH

Website: www.leicester.gov.uk

Telephone: 0116 454 1300

Email: info.requests@leicester.gov.uk

The Connexions Service in Leicester is now a part of the Local Authority. This service is responsible for delivering information, advice and guidance to young people aged 13 and over and to promote effective participation in education, employment or training. For more information about the Connexions Service in Leicester, go to:

www.leicester.gov.uk/connexions/

The Connexions Service passes on some information to the Department for Education (DfE) to enable them to assess the local authorities' performance and determine the destinations of young people after they have left compulsory education. If you require more information about how the DfE store and use your information then please go to the following website:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Leicestershire Partnership NHS Trust use information about pupils for a range of school delivered child health services such as inoculation programmes. They also use information about pupils for data research and statistical purposes, to monitor the performance of local health services and to evaluate and develop those services. Statistics are used in such a way that individual pupils cannot be identified. Information on the height and weight of individual pupils may however be provided to children and their parents and this will require Leicestershire Partnership NHS Trust to maintain details of pupils' names for this purpose for a period designated by the Department of Health following the weighing and measuring process. Leicestershire Partnership NHS Trust may also provide individual schools and LAs with summary information on pupils' height and weight but will do in a way that means that individual pupils cannot be identified.

Customer Services Manager

Leicestershire Partnership NHS Trust

Lakeside House, 4 Smith Way

Grove Park, Enderby

Leicestershire

LE19 1SS

Website: www.leicspart.nhs.uk

Email: customerservices@leicspart.nhs.uk

Tel: 0116 2950830

The Health and Social Care Information Centre (HSCIC) was set up as an Executive Non Departmental Public Body in April 2013. The Health and Social Care Act 2012 sets out the responsibilities of HSCIC, which includes the collecting, analysing and presenting of a range of health and social care data. HSCIC are responsible for analysing the data collected nationally on the height and weight of pupils but will do so in a way that means that individual pupils cannot be identified.

The Child Protection Information Sharing project is an NHS England initiative that will help to improve the protection of children who are in the care of the local authority or for whom there is a child protection plan. The identities of these children will be shared securely with HSCIC. This information will then be made accessible to health care professionals providing urgent and unscheduled care such as accident and emergency departments and walk-in centres on a need to know basis. The local authority will be made aware if a health professional has accessed a record, the allocated social worker may subsequently conduct enquiries with the interested parties.

Information Governance Compliance Team

Health and Social Care Information Centre
1 Trevelyan Square
Boar Lane
Leeds
LS1 6AE
Website: www.hscic.gov.uk
Email: enquiries@hscic.gov.uk
Tel: 0845 3006016

The Skills Funding Agency uses learner information to fulfil its statutory functions, issue/verify your Unique Learner Number (ULN) and update/check your Personal Learning Record. The Skills Funding Agency may share your ULN and Personal Learning Record with other education related organisations, such as your careers service, school, college, university, Government Departments and public bodies responsible for funding your education. Further details of how your information is processed and shared can be found at:

Learning Records Service,

Skills Funding Agency,
Cheylesmore House,
Quinton Road,
Coventry
CV1 2WT
Email: lrsupport@learningrecordsservice.org.uk
Website: <https://www.gov.uk/government/publications/lrs-privacy-notice>

Telephone: 0345 377 5000

Leicester Education Strategic Partnership (LESP), (including Leicester Primary Partnership (LPP) and the Education Improvement Partnership (EIP)) use relevant information about pupils to facilitate those subscribing establishments to implement appropriate support measures. Key stage and other performance data results are shared.

Information Manager

LESP/LPP/EIP

Crown Hills Community College

Gwendolen Road

Leicester

LE5 5FT

Leicestershire Constabulary use information about children who have taken large amounts of unauthorised absence from school. This information helps to inform beat teams of young people who may be being placed at risk by not being present at an educational establishment without permission.

Information Manager

Leicestershire Constabulary

Force Headquarters

St Johns

Enderby

Leicester

LE19 2BX

Leicester City post-16 schools and 6th form/FE colleges use relevant information about school-leavers who have accepted a place on their courses. This is to facilitate those establishments to implement appropriate transitional support measures. End of Key Stage 4 examination results are shared unless the young person opts out of this arrangement. Safeguarding information where relevant is also shared.

Leicester City post-16 schools and 6th form/FE colleges share data with Leicester City council. Information on school-leavers who have accepted places on courses are shared along with an indicator for the level of the main programme of study. This facilitates research into the progression of young people to courses at a level below that which might be expected. Research findings are reported in such a way that individual young people cannot be identified from them.

City of Leicester College

Downing Drive

Evington

Leicester

LE5 6LN

Tel: 0116 2413984

Email: office@cityleicester.leicester.sch.uk

English Martyrs' Catholic School

Anstey Lane

Leicester

LE40FJ
Tel: 0116 2428880
Email: office@englishmartyrs.leicester.sch.uk

Gateway College
Colin Grundy Drive
Leicester
LE5 1GA
Tel: 0116 274 4500
Email: admin@gateway.ac.uk

Leicester College
St John Street
Leicester
LE1 3WL
Tel: 0116 224 2240
Email: info@leicestercollege.ac.uk

New College Leicester
Glenfield Road
Leicester
LE3 6DN
Tel: 0116 231 8500
Email: office@newcollege.leicester.sch.uk

Regent College
Regent Road
Leicester
LE1 7LW
Tel: 0116 255 4629
Email: admin@regent-college.ac.uk

St. Paul's Catholic School
Spencefield Lane
Evington
Leicester
LE5 6HN
Tel: 0116 241 4057
Email: office@st-pauls.leicester.sch.uk

Wyggeston & Queen Elizabeth I College
University Road
Leicester
LE1 7RJ
Tel: (0116) 2471147
Email: admin@wqeic.ac.uk

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about yourself or your child, then please contact the relevant organisations above in writing.