



**Somerset County Council
Children and Young People's Directorate**

Privacy Notice on Personal Data obtained from schools

Data controllers have to provide “data subjects” (individuals who are the subject of personal data) 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”.

The following is the **CYPD Privacy Notice** on what the LA use the information for and who we pass the information to. This Privacy Notice focuses primarily on personal data about pupils, parents and carers, teachers and non teaching staff within schools and those working directly with schools although based centrally within the LA.

The **Local Authority (LA)** uses information obtained from Schools about children, their parents and carers 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 and set targets for them. 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 policies 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.

In order to ensure the electronic system holding the data is functioning properly and to upgrade it, it is necessary for the LA to allow a third party company, Capita One to have access to this information. Once testing of the system is complete the data is securely destroyed.

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.

Youth Support Services For pupils of 13 years and over, schools are 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 name and 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.

Further information about Privacy Notices and guidance on the Data Protection Act 1998 generally, can be obtained from the Information Commissioner's website (<http://www.ico.gov.uk>).

For further information on the information held by Somerset County Council's Children and Young People's Directorate, please contact:

Information Officer
Children and Young People's Directorate
B Block
County Hall
Taunton
TA1 4DY

Email: Educfai@somerset.gov.uk

Tel: 01823 355959

Or call Somerset Direct on 0845 345 9122

For further information held by the Department for Education contact

Department of Education
Castle View House
East Lane
Runcorn
Cheshire
WA7 2GJ

Phone: 0370 000 2288

Web address: <http://www.education.gov.uk/help/contactus>