

## **Privacy Notice**

### **Information held by Durham County Council Education Service for services to children and young people**

#### **The Data Protection Act 1998: How we use your information**

Durham County Council is a data controller for the purposes of the Data Protection Act. We need to collect and share information in order to deliver our services effectively. We take our responsibility to protect your information seriously and we will use it in accordance with the legal requirements of the Data Protection Act 1998.

We use information about children and young people to enable us to carry out specific functions for which we are responsible. We may also use the information you have provided for research and statistical purposes. We will ensure that statistics are developed in such a way that individual children cannot be identified from them.

#### **School admissions and school transport**

The information you provide to us on your school admission and/or school transport application form and in any supporting documents will be used to process your application. This will ensure the efficient co-ordination and fair allocation of school places.

Relevant information from school transport applications may also be shared with Durham County Council's Transport Team and with external providers to assist with the provision of school transport.

#### **Providing information to support the School Nursing Service**

In order to support the School Nursing Service with the delivery of local and national health initiatives for children, e.g. health screening and child immunisation programmes, the council will share information with Child Health Services at County Durham and Darlington NHS Foundation Trust. This will include the name, date of birth, address and school attended.

#### **Free school meals**

Personal information (name, date of birth and national insurance number) provided to the council by your school for the purposes of assessing eligibility for free school meals will be matched to Durham County Council's Benefit System and Department for Education records. The results of this will be reported to the school to confirm or reject an entitlement to free school meals.

#### **Children in Need or Children Looked After**

We collect and process personal and relevant personal sensitive data about children in our care and children to whom we provide services. We use this personal data to:

- support these children and monitor their progress
- provide them with pastoral care; and
- assess the quality of our services

## **Youth Support Services**

For pupils aged 13 and over, schools are legally required to pass certain information to Youth Support Services in their area. This is a local authority support service for young people in England who are aged 13 to 19. The school must provide; the name, date of birth, address and name of the pupil's parent(s)/guardian(s) and any other personal or personal sensitive information that is relevant to the support services' role.

## **Education and training**

We hold information about young people living in the area, including their education and training history. This is to support the provision of their education up to the age of 20 (and up to age 25 for those with a special education need or disability). Education institutions and other public bodies (including the Department for Education, Police, Probation Service and Health Services) may pass information to us to help us to do this<sup>1</sup>.

We share some of the information we collect with the Department for Education (DfE) to enable them to; produce statistics, assess our performance, determine the destinations of young people after they have left school or college and to evaluate government funded programmes.

We may also share information with post-16 education and training providers to secure appropriate support for young people. We may also share destination data with schools about the employment, training and further education of their former pupils after the age of 16.

For children under 16, a parent or guardian can ask that no information other than their child's name, address and date of birth (or their own name and address) be passed to a local authority. This right transfers to the child on their 16th birthday. Pupils and/or a parent/guardian will need to inform the child's school if they do not want other information to be shared.

## **Sharing personal and personal sensitive information**

In all cases, we will only share personal or personal sensitive information with consent unless there is a legal requirement or exceptional circumstances for doing so such as risk harm to individuals or for the prevention and/or detection of a crime.

If you require more information about how the DfE store and use your personal data please visit <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For further information about how Durham County Council shares information see [Sharing Information About You](#) which is available on the council's website or from public access points.

To find out what information Durham County Council holds about you, see [Accessing your personal data](#) which is available on the council's website or from public access points.

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<sup>1</sup> Under the Education and Skills Act 2008, parts 1 and 2