

<p style="text-align: center;"><b>Privacy Notice</b> <b>Durham County Council</b> <b>Children and Young Peoples Services</b> <b>The Woodlands</b></p>
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## **Privacy notice for Parents/ Carers**

This Privacy Notice explains how we use and share information about pupils. Durham County Council are the 'data controller' for the purposes of data protection law. We will review and update this privacy notice to reflect changes in our services and feedback from service users, as well as to comply with changes in the law.

## **Who we are and what we do**

The Woodlands, previously known as Broom Cottages Pupil Referral Unit, is the Durham County Council provision for both permanently excluded pupils and those identified as close to permanent exclusion.

The aim of The Woodlands is to deliver a personalised academic, social and therapeutic programme to allow every individual to move on successfully to their next steps in education, employment or training.

## **The personal data we collect and hold**

We hold personal data about pupils, their parents or carers to support teaching and learning, to provide pastoral care and to assess how the school is performing. We may also receive data about pupils from other organisations including, but not limited to, other schools, local authorities, health care providers and the Department for Education.

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers

- Photographs

## **Why we use this data**

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services (including monitoring staff performance)
- Administer admissions waiting lists
- Work with schools and alternative providers to deliver services to individual pupils

## **Our legal basis for using this data**

To enable us to provide services to pupils it is necessary for us to use personal information to help assess pupil needs and identify the most appropriate academic, social and therapeutic services. To do so we will use the following legal basis for sharing your information:

- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

On some occasions, we may ask for consent to process data when its use is optional. For example the use of pupil photographs in a promotional campaign,. On those occasions consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

## **Collecting this information**

We collect / obtain data from schools, pupils, parents, carers, teachers and other professionals where relevant. Other professionals and services include G.Ps, hospitals, social workers, police, child and adolescent mental health services etc.)

## **How we store this data**

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. We will only retain the data we collect for as long as is necessary. This would be to satisfy the purpose for which it has been collected in accordance with our data retention policy. Please contact us if you would like further details on this policy.

The security of data and information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to and use of your personal information. This includes both physical and technical security and integrity of all data.

## **Will your personal information be shared?**

We will only share relevant information about you with other services where there is a legal basis for doing so. There are a range of professionals who may be involved in providing services to you and where appropriate will be provided with relevant information about you. Agencies we may need to share information with include the following:

- Health Agencies
- GPs
- Police
- Education Providers
- Ofsted

We are also required to provide pupil data to central government through the Department for Education and the Education Funding Agency.

There are other times where we may need to share your information lawfully. These include:

- Where there is a serious risk of harm to you or to others
- Where there are concerns for the welfare of a child
- For the Prevention or detection of crime
- Where a court order requires us to share information

We do not transfer personal data to countries outside the European Economic Area.

## **Marketing**

At no time will your information be used or passed to others for marketing or sales purposes, or for any commercial use without your express consent.

## **What are your information rights?**

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right to:

- have any inaccuracies corrected;
- have your personal data erased;
- place a restriction on our processing of your data;
- object to processing; and
- request your data to be ported (data portability).

If you wish to exercise your information rights, please contact our Data Protection Officer at [DPO@durham.gov.uk](mailto:DPO@durham.gov.uk) or alternatively write to: DPO, Floor 4 Room 143-148, Durham County Council County Hall, Durham DH1 5UF

You also have the right to request a copy of the personal information council holds about you. To do this, you can apply on line or download an application form from

the DCC website or you can contact the data protection team at [dataprotection@durham.gov.uk](mailto:dataprotection@durham.gov.uk)

To learn more about these rights please see the ICO website.

#### Further Information

Our Data Protection Officer (DPO) provides help and guidance to make sure we apply the best standards to protecting your personal information. If something goes wrong with your personal information, or you have questions about how we process your data, please contact our Data Protection Officer at [DPO@durham.gov.uk](mailto:DPO@durham.gov.uk) or by calling 03000 268050

If we have not been able to deal with your complaint, you can also contact the Information Commissioner's Office:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

**Telephone:** 0303 123 1113 (local rate) or 01625 545 745

**Fax:** 01625 524 510