

## **Privacy Notice for Children and Young persons information (Statistics)**

**DATE; September 2018  
V1.0**



# Children and Young Persons information (Statistics) Service

Our core data protection obligations and commitments are set out in the council's **primary privacy notice at [www.bolton.gov.uk](http://www.bolton.gov.uk)**

This notice provides additional privacy information for:

- People accessing the Children and Young Persons (Statistics) Service
- Partners working with Bolton Council

It describes how we collect, use and share personal information about you:

- In relation to the Children and Young Persons (Statistics) Service
- the types of personal information we need to process, including information the law describes as 'special' because of its sensitivity

It is important that you read this notice, together with any other privacy information we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

The information collected and held will vary dependent on the service used.

## Purpose(s)

We collect your personal information for the following purpose(s):

- a) To enable us to carry out specific functions for which we are responsible
- b) To derive statistics which inform decisions such as the funding of schools
- c) To assess performance and to set targets for schools
- d) To comply with our statutory obligations

## Categories of personal data

In order to carry out these purposes we collect and obtain:

- Personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- Characteristics (such as ethnicity, language, and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Special educational needs (including the needs and ranking)

- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- Behavioural information (such as exclusions and any relevant alternative provision placements put in place)
- Details of admission and removal from the schools admission register

## Legal basis for processing

We hold information about young people living in our area, including about their education and training history. This is to support the provision of their education up to the age of 20 (and beyond this age for those with a special educational need or disability). Under parts 1 and 2 of the Education and Skills Act 2008, education institutions and other public bodies (including the Department for Education (DfE), police, probation and health services) may pass information to us to help us to support these provisions.

Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013 and the Education (Pupil Registration) (England) Amendments) Regulations 2016 also requires us to share information with the Department for Education.

Under the General Data Protection Regulation (GDPR), the legal basis for processing your information is **Public Task**. This means that it is necessary in order for the Council to perform its official functions.

Where the Council processes “Special” category data we do so pursuant to Article 9(2)(J) of GDPR which refers to the processing being in the Public Interest for statistical purposes.

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you or we may be prevented from complying with our legal obligations.

## Information sharing/recipients

We may share personal information about you with the following types of organisations:

- Youth support services (pupils aged 13+) - the Connexions service
- The Department for Education (DfE)
- School nurses
- Health Visitors

- Bolton Clinical Commissioning Trust
- Royal Bolton Foundation Hospital Trust

We will not normally share your information with organisations other than our partner organisations; however, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Only the minimum information for the purpose will be shared.

As well as information collected directly from you, we also obtain or receive information from:

- The Department for Education (DfE).
- Greater Manchester Police
- The Probation services
- Connexions
- Schools and colleges
- Health partners

## **Automated Decisions**

For this service all the decisions we make about you involve human intervention.

## **Data retention/criteria**

We will only keep your personal information for as long as the law specifies or where the law does not specify this, for the length of time determined by our business requirements.

## **Rights of individuals**

You may exercise the rights listed below in relation to the council's use of your personal information.

Parents, or pupils themselves (if aged 16 or over), can ask that no information beyond name and address (for pupil and parent) be passed on to Connexions. If as a parent, or as a pupil aged 16 or over, you wish to opt-out and do not want Connexions to receive from the school, information beyond name, address and date of birth then please contact the school.

To find out more about how these rights apply in particular circumstances, please refer to our [Guide to exercising your rights](#) or alternatively visit the Information

Commissioner's web site at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you wish to exercise your rights (as outlined above) or to raise a concern about the handling of your personal information by the council, please contact our Information Governance Team at [information.security@bolton.gov.uk](mailto:information.security@bolton.gov.uk)

If you are still unsatisfied you should contact **The Information Commissioner's Office** by post at The IOC, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or by telephone: 0303 123 1113

## Updates to Privacy Notice

We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details