

Privacy Notice for the Achievement Cohesion & Integration Service (ACIS)

**DATE: November 2018
V1.0**



Achievement Cohesion and integration (ACIS) Service

Our core data protection obligations and commitments are set out in the council's **primary privacy notice at www.bolton.gov.uk**

This notice provides additional privacy information for:

- People accessing the Achievement, Cohesion and Integration Service (ACIS)
- Partners working with Bolton Council

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

- In relation to ACIS
- 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):

- To assist families' integration into communities where they are new to the country and may have English as an additional language
- The service works with families to ensure that all necessary information is accurately compiled when it is referred to relevant agencies including schools and the NHS.
- The service will also help families with application forms for school places for all International New Arrival pupils, including Gypsy, Roma and Traveller pupils, who are about to move into school.
- The service will ensure comprehensive and accurate documentation of individuals new to the UK is provided
- It will also provide a rigorous means of identification of individuals new to the UK

Categories of personal data

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

- Personal identification (including photo ID, passports) of which we keep paper and electronic copies
- Information pertaining to residence history and legal status (where relevant)

- Information pertaining to education history
- Information pertaining to language proficiency and literacy
- Current details of any medical needs and registered GP
- Special Educational Needs assessments / Education, Health and Care Plans / Early Help Framework assessments / Speech and Language Therapy reports

Legal basis for processing

The legal basis for processing your personal information is:

Public task to provide support in relation to Section 7 Education Act 1996

Special category data processing is permitted by Article 9 2(a) and (d) – Consent and Legitimate interest.

If you fail to provide certain information when requested, we may not be able to provide the services you require, 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:

- Other Bolton Council education and social services departments
- Refugee Action (where applicable)
- NHS
- Other agencies when you provide your consent

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:

- Other Bolton Council education and social services departments
- Refugee Action (where applicable)
- Home Office (in relation to refugees and asylum seekers)
- NHS

Automated Decisions

- 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.

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

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