

Privacy Notice for Early Intervention Service

**DATE: October 2018
V1.0**



Early Intervention 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 Early Intervention Service
- Partners working with Bolton Council

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

- In relation to the Early Intervention 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 purpose for which we use your personal data

Parents have a duty to ensure that their children of compulsory school age have access to suitable full-time education either by regular attendance at school or otherwise. (Section 7 Education Act 1996 as amended)

The Early Intervention Service is responsible for investigating irregular school attendance and ensuring parents fulfil this duty.

Your child may be referred to the service if their attendance or punctuality is causing concern or it becomes apparent that they may not have access to a suitable education other than at school.

The information we collect about you will be used to enable officers to investigate circumstances relating to children missing education, to plan and deliver appropriate support and intervention.

This service also fulfils the Local Authority's statutory duties in respect of child entertainment and employment licensing.

Licence and permit applications that are made in connection with children and young people who are engaging in employment, performance and entertainment opportunities are processed by staff within this service. This includes the processing of professional and voluntary chaperone licences.

Categories of personal data (What we collect)

In order to carry out activities and obligations as local authority officers, we process personal information in relation to parents / carers and children. The information we collect includes;

- Personal contact details such as name, title, addresses, contact numbers, and personal email addresses.
- Personal demographics (including date of birth and gender)
- Education information including any Special Educational Needs and Disability (SEND) and previous or current school attendance.
- Involvement with statutory services such as Social Care, Youth Offending Team and other support services
- Benefits / council tax (when investigating cases where children have gone missing from education)
- Involvement with the Police

We also obtain personal information from other sources including personal details, characteristics, educational history and professional involvement, from previously attended schools, NHS, Landlords other local authorities.

For Chaperone applications we process information to enable a check with the Disclosure and Barring Service (DBS).

Where we process “Special” category data such as ethnic origin, religion and health, we will rely on Article 9(2) (G) of the General Data Protection Regulation which permits such processing in the interests of “Substantial public Interest”.

Legal basis for processing

The legal basis for processing your personal information is:

- Education Act 1996 (as amended)
- Anti-social behaviour act 2003
- The Education (Penalty Notices) (England) Regulations 2007
- Children and Young Persons Act
- The Children (Performances and Activities) (England) Regulations 2014

If you fail to provide certain information when requested, we may be prevented from complying with our legal obligations.

Information sharing/recipients

In addition to sharing within the council information about children, young people and their families, it may sometimes also be necessary to share information with external organisations. We will not give information about you to anyone outside of Bolton Council without your consent unless required to do so by law in delivering our statutory functions, or such actions are necessary for safeguarding children or to deliver the services which you have requested.

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

- Education Providers
- Children's Social Care
- Statutory Assessment Service
- Other services within Bolton Council
- Police
- Youth Offending Team
- Other Local Authorities
- Health Agencies
- Education Psychology Service

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.

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.