

Privacy Information

Children and Young People's Services

Your Privacy Information.

Please read this in conjunction with the Council's general Privacy Information that can be found here: <http://www.southglos.gov.uk/privacy>

Your Information

This Privacy Information relates to various services we provide for Children and Young People and the personal and special category information we obtain in order to deliver the following services:

Social care - We have a legal duty under the Children Act 1989 and 2004 to work with partners to provide and improve services to children and young people in our area and to protect them from harm.

Youth Support Services - For pupils aged 13 and over, schools are legally required to pass certain information to the provider of Youth Support Services in their area. This is the local authority support service for young people in England who are aged 13 to 19.

Clinical Commissioning Groups (CCG) - CCGs use information about pupils for research and statistical purposes, to develop, monitor and evaluate the performance of local health services. These statistics will not identify individual pupils. It is necessary for certain health information about children (e.g. such as their height and weight) to be retained for a certain period of time (designated by the Department of Health) and requires these CCGs to maintain children's names and addresses for this purpose. CCGs may also provide individual schools and LAs with aggregated health information which will not identify individual children.

Education and training - 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 education need or disability). 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 do this (under the Education and Skills Act 2008, parts 1 and 2)

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 them. We may also share data with education establishments which shows what their pupils go on to do 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 school/local authority if this is what they wish.

DfE may share individual level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 2018.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you require more information about how we and/or DfE store and use your personal data please visit:

- our [data protection and freedom of information section](#) on our website.
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>
- If you want to see a copy of information about you that we hold, see our [data protection policy page](#).

You should be aware that the information we have been provided with in relation to the above services includes special data that may be about you:

- racial or ethnic origin
- religious or philosophical beliefs
- health
- sex life or sexual orientation
- criminal record
- processing your genetic data in order to identify you
- processing your biometric data in order to identify you

We have made sure we will use your information according to the UK Data Protection laws by establishing the following conditions:

- GDPR Article 6(1)(a) data subject has given consent to the processing of their personal data for one or more specific purposes
- GDPR Article 6(1)(c) processing is necessary for compliance with a legal obligation to which the controller is subject (see Applicable Legislation below),
- GDPR Article 6(1)(e) 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
- Additional conditions for processing special category data under GDPR Article 9(2) processing is necessary for reasons of obtaining explicit consent, the provision of health or social care, or substantial public interest

With regard to the COVID-19 Vaccination Programme, the Department of Health and Social Care is rolling out a COVID-19 Vaccination Programme based on groups of people meeting specific criteria. If you are a carer you will be given the opportunity to take up this vaccination. For this reason we may share minimum and proportionate information about you to our NHS partners. Your rights under Data Protection Law remain unaffected.

Relevant Legislation:

- Children's Act 1989 Part 3
- Children's Act 2004 Section 11
- Education and Skills Act 2008, parts 1 and 2
- Localism Act 2011 Section 1
- Sure start Children's Centre Statutory Guidance April 2013
- 'Troubled Families' programme (known as 'Families in Focus')

How we'll use your information

We'll use your information to provide the above service you have requested whilst complying with the established lawful conditions.

Who we can share your information with

In order to provide the service you required we will share your information with the following partner organisations:

- other local authorities
- schools and colleges
- NHS partners (e.g. GP, hospital, school nurse)
- the police
- probation and Health services
- housing agencies
- children's centres
- voluntary and community groups working with children and young people

- Department of Communities and Local Government as part of South Gloucestershire's Families in Focus scheme.
- Department for Education
- post-16 education and training providers
- We may share information with other organisations responsible for providing services to children and young people and their families.

We may also share your information with others outside of the Council e.g. regulators and other public organisations for the detection and prevention of crime.

We also use this personal data to derive statistics which inform decisions we make (e.g. regarding the funding of schools, assess their performance and to set targets for them). These statistics are used in such a way that individual children cannot be identified.

How long we'll keep your information

We'll keep your information for as long as you have a relationship with us. Specific information relating to this service will be retained according to the relevant record retention schedule which can be found [here](#). We may retain anonymised information about the service we provided to help us improve our services in the future.

Transferring your information overseas

Your information is not transferred and stored in countries outside the UK or the European Economic Area (EEA) for the provision of this service.

Your rights

You have a number of rights relating to your information e.g. to see what we hold about you, to ask us to share it with another party, ask us to update incorrect or incomplete details, to object to or restrict processing of it or to make a complaint about how we are handling it.

If you have any worries or questions about how your personal information is handled please contact our Data Protection Officer at DPO@southglos.gov.uk or write to us at Data Protection Officer, PO Box 1953, The Council Offices, Badminton Road, Bristol, BS37 0DB and we will be pleased to help you.

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) via their [contact page](#) or call them on 0303 123 1113.