

# **PRIVACY NOTICE for *Pupils in Schools, Alternative Provision and Children in Early Years Settings***

## **Privacy Notice - Data Protection Act 1998**

Stockport Metropolitan Borough Council is a data controller for the purposes of the Data Protection Act. It collects and holds information about children and families accessing or receiving provision in Stockport (including schools, children's centres, private, voluntary and independent early years' settings, pupil referral units and alternative provision), and also those children to whom Stockport provides services, including those in receipt of early help, specialist and social care services. This information is used to:

- Assist families by providing information to families to enable them to make a considered choice when accessing educational placements for their child(ren) including the appeal process if necessary
- Provide appropriate support and pastoral care including access to relevant support services that may be required
- Improve services that impact on children's outcomes by assessing the data
- Monitor and report on children's progress, and
- Assess how well schools, services and the Local Authority as a whole are doing

This information includes contact details, national curriculum assessment results, attendance information, family benefit information as it relates to free school travel / uniform, free school meal eligibility, Pupil Premium, housing information related to admissions, information provided by the family / school / other agencies related to complaints and personal characteristics such as a child's ethnic group, any special educational needs, relevant medical information and details of services provided.

## **Who Schools/ Settings Share Data With**

Schools and settings will not give information about you to anyone outside their establishment without consent unless the law and the school's policies permit it. They are required by law to pass some of your information to the Local Authority (LA) for monitoring, tracking and provision of appropriate services, and to the Department for Education (DfE). The LA and the DfE in turn are required to share some information with trusted partners including local NHS Trusts and other local authorities in the case of admissions. Appropriate data will be used by certain Local Authority services to provide the best support possible to children and young people. This will include information on Education, Health and Care (EHC) needs to support children and young people with Special Educational Needs and Disabilities (SEND). For further details, please refer to the section "Where to Find Further Information" in this notice.

**Stockport Council's Public Health Service** uses information about pupils for research and statistical purposes, to monitor the performance of local health services and to evaluate and develop them. This particularly includes information from School Nursing services including immunisation and NCMP (National Child Measurement Programme). The statistics are used in such a way that individual pupils cannot be identified from them. Information on the height and weight of individual pupils may however be provided to the child and its parents and this will require School Nurses and Public Health Services to maintain details of pupils' names and demographic information for this purpose only, for a period designated by the Department of Health following the weighing and measuring process. Pupils' information will

be provided by Stockport Council to the School Nurses. Public Health Services may also provide individual schools and LAs with aggregate information on pupils' height and weight.

### **Children in Care and Children in Need**

The Department for Education (DfE) collects information from the Local Authority on individuals who are looked after and on individual children in need. The data collected will vary with each collection but will include personal characteristics and the details of services provided to the individuals involved. The Local Authority will not share information that identifies you, unless:

- you ask us to
- we ask and you give us permission
- we are required to by law or
- we have good reason to believe that not sharing the information would put someone else at risk.

### **Stockport Family**

Stockport Family provides integrated children, young people and family services in Stockport and have dedicated teams that support children and young people who are not participating (or at risk of not participating) in learning. The teams work with children and young people aged 5 to 19 (25 for young people with disabilities). These services include the assessment of any special educational needs and the commissioning of associated provision that the young person may require. Pupil information will be used to ensure we are able to provide the best service possible to young people.

### **Team Around the School**

The Stockport Family Team Around the School (TAS) is a partnership between schools, Stockport Family and key external agencies that provide support to families. The purpose of the TAS is to respond to and identify early, support needs for children, young people and their families within the school. Schools and key agencies will follow local agreements and Government guidance on information sharing when considering exploring, support available from the TAS. TAS members may include professionals who work within or are linked to the schools to provide specific services.

### **Where to Find Further Information**

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 1998.

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:

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<http://www.stockport.gov.uk/services/councildemocracy/yourcouncil/freedomofinformationdataprotection/dataprotection/privacynotices>

- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you would like to request a copy of the information Stockport Council holds and shares about you then please contact the Information Governance Team.

Email: [dpa.officer@stockport.gov.uk](mailto:dpa.officer@stockport.gov.uk)

Tel: 0161 474 5065 / 5149

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