

PRIVACY NOTICE: Pupils in Schools and Other Settings and Children in Receipt of Social Care Services

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Privacy Notice - Data Protection Act 1998

We (Reading Borough Council) are a data controller for the purposes of the Data Protection Act. We collect and hold information about children attending establishments in Reading (including children’s centres, private, voluntary and independent early year’s settings, pupil referral units and alternative provision), and also those children to whom we provide services, including those in receipt of social care services. We use this information to:

- Support their teaching and learning;
- Provide appropriate support and pastoral care, including access to relevant support services that may be required;
- Monitor and report on their 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 and personal characteristics such as a child’s ethnic group, any special educational needs, relevant medical information and details of services provided. We may need to share this data with other authorities, local government agencies and central government. The main reason for sharing information is to enable you/your family to receive better integrated services from us.

If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

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 rules 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). Data shared by Academy Schools is controlled by Data Sharing Agreements. The LA and the DfE in turn are required to share some information with trusted partners including the PCT. Appropriate data will be used by certain Local Authority services to provide the best support possible to children and young people. For further details, please refer to the section "Where to Find Further Information" in this notice.

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. We will not share information that identifies you, unless:

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

In addition for secondary school aged children:

Services for Young People

Adviza provides youth support services in Reading and is designed to support children and young people who are not participating (or at risk of not participating) in learning. Adviza, as well as other areas of Reading Borough Council, work with children and young people aged 5 to 19 (25 for young people with disabilities). Pupil information will be used by Reading Borough Council and key partners to ensure we are able to provide the best service possible to young people.

Once you are aged 13 or over, we are required by law to pass on certain information to Youth Support Services. We must provide the address of you and your parents (and your date of birth) and any further information relevant to the support services' role. However, until you are aged 16 or older, your parent(s) can ask that no information beyond your name, address and date of birth (and their name and address) be passed on to the Youth Support Services. This right transfers to you on your 16th birthday. Please inform your school if this is what you or your parents wish.

14-19 Education and Training

If you are enrolling for a collaborative post-14 programme, for example, a work placement or work experience, the school may share data with the delivery centre. The delivery centre could be another school or college or employer within Reading or the surrounding area. This data will be used for the same purpose as outlined above. It may

also include information about the health details of the individual in order to provide an appropriate risk assessment for the placement. The information required may include contact details, assessment results, attendance information, personal characteristics and unique learner number as well as a copy of their Curriculum Vitae, if appropriate.

Where to Find Further Information

If you want to see a copy of the information we hold and share about you contact

- Reading Borough Council, Data Protection Officer, Civic Offices, Bridge Street, Reading, RG1 2LU
- Public Communications Unit Department for Education Sanctuary Buildings, Great Smith Street, London SW1P 3BT