

Education and Learning

Privacy Notice

Last updated: 4th May 2018

The following privacy notice applies to the education and learning services provided by Warwickshire County Council. It should be read in addition to the council's overall [Customer Privacy Notice](#)

The privacy notice will cover:

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Purpose for processing

The services, which may be provided in-house or by partner/provider organisations, process personal information in order to improve the welfare of Warwickshire residents and to be able to offer fair education provision to all, including fair access. This includes:

- Securing sufficient school places across Warwickshire
- Assessing and securing suitable provision for children with SEND, including the issuing and reviewing of EHC plans, and specialist teaching provision
- Securing sufficient early years and childcare provision
- Co-ordinating school admissions, including 11+ testing where required, and managing the transfer of pupils between schools during an academic year.
- Improving school attendance and undertaking, where necessary, prosecutions for non-school attendance
- Ensuring pupils who are permanently excluded from school are provided with a place to continue their learning as quickly as possible.
- Supporting pupils unable to attend school due to health needs
- Providing school transport
- Processing Free School Meal eligibility
- Supporting successful cross-cultural communication to improve the achievements and engagement of pupils from the Gypsy, Roma and Traveller community, and pupils with english as an additional language
- Provision of accredited and non-accredited learning opportunities for adults aged 19+
- Provision of residential / outdoor learning opportunities
- Warwickshire Music Service, providing instrumental and vocal lessons; Instrument hire to parents and schools; music therapy; musical events, workshops and concerts
- Assessing learning, social and emotional needs of Warwickshire pupils and young people, including therapeutic work

- Monitoring the educational attainment and progress of looked after children
- School Governor provision and training
- Verification purposes
- Educational visits as part of WCC's statutory role as employer of maintained Schools

Personal information collected and lawful basis

The services process personal information which include some but is not limited to:

- Personal details – e.g. name / gender / age / address / school / and family details
- Contact information – e.g. telephone numbers / email address
- Name and contact details of person to be contacted in case of emergency
- Personal Reference Numbers – e.g. Unique Pupil Number / Unique Learner Number / National Insurance / case management system references
- Education details
- Employment details
- Financial details
- Licenses / permits held
- Lifestyle and social circumstances
- Opinions and decisions
- Records of complaints
- Safeguarding reports
- Visual images, personal appearance and behaviour

The legal bases for processing this personal information are::

- Contract for the supply of services
- Compliance with a legal obligation
- Tasks carried out in the public interest or in the exercise of official authority

For the purposes of equal opportunities, health and safety, and school admission criteria, the services also process some sensitive (special category) information, which may include but is not limited to:

- Physical or mental health details
- Racial or ethnic origin
- Religious or other beliefs
- Offences (including alleged offences), criminal proceedings, outcomes and sentences

The legal bases for processing this sensitive (special category) data are:

- Necessary for obligations under employment or social protection
- Substantial public interest on basis of UK law
- Substantial public interest for health

For all marketing and feedback where personal information is obtained alongside, and directed at, individuals, and where personal information, such as photographs/videos, are used for publicity purposes, the lawful basis for the processing of this data is:

- Consent to the processing

Who we may share your information with Within Warwickshire County Council

Education and Learning will share information within the organisation to ensure we provide the best service for our families. We use a child case recording system across most of our services to ensure we use information efficiently and lawfully. Information is also shared with our social care MASH team for child safeguarding purposes.

Outside of Warwickshire County Council

Occasionally, we may need to share the personal information you have given to us or we've collected about you with partner organisations. These include but are not limited to:

- Childcare/Educational settings, e.g. schools, colleges, nurseries
- Commissioned social care services
- Department of Education (DfE)
- Department for Work and Pensions (DWP)
- Emergency services, e.g. ambulance/medical staff
- Essex County Council (EES for Schools) – commissioned partner for the processing of educational visits
- Health Services, e.g. NHS – incl. NHS Digital, Clinical Commissioning Groups (CCGs), Cov & Warwick Partnership Trust
- HMRC
- Ofsted
- Police
- Prospects – commissioned partner for the Not in Education, Employment or Training service (NEET)
- SENDIAS
- WCC traded legal services

Information will only ever be shared when it is strictly necessary to help us provide effective services and you may have the right to refuse. We do have specific data sharing agreements in place with local agencies and sometimes the law requires that we may have to pass your details on to a third party, for example, to prevent crime. We will not pass your personal information onto any other parties outside of those agreements unless required to do so by law or in all reasonable circumstances the disclosure is fair and warranted for the purposes of processing or subject to a legal data protection exemption.

How long we will hold your information

Based on best practice and statutory guidelines, retentions vary from 1 year from file closure to a maximum of 28 years from file closure depending on service need and age of child at point of interaction with the services.

Applications = 1 year from application/resolution date

Case / system records = DOB + 25 years (Children Act 2004 Information Database (England) Regulations)

EHC Plan = DOB + 32 years (Children and Families Act 2014 & Limitations Act)

Please note: all stated retention periods will be subject to any legal holds imposed under the Inquiries Act 2005 that may concern the information and override standard retention.

Your information rights

You are entitled to a copy of, or a description of, the personal data we hold that relates to you, subject to lawful restrictions. Please see www.warwickshire.gov.uk/dataprotection on how to request this using the online secure form.

You may be entitled to rectification, restriction, objection, and erasure of your personal information depending on the service and legal basis. Emailed requests should be made direct to the relevant service as listed below:

- Adult Community Learning (ACL) = acl@warwickshire.gov.uk
- Marle Hall (Outdoor Education Centre) = duncan@marlehall.co.uk
- Warwickshire Music = music@warwickshire.gov.uk
- Child Employment and Children in Entertainment (CECE) = childentertainment@warwickshire.gov.uk
- Early Years Sufficiency = earlyyears@warwickshire.gov.uk
- All other services (such as Admissions / Education Transport / Virtual School...) = mis@warwickshire.gov.uk

See our overall privacy notice at www.warwickshire.gov.uk/privacy for further contact details and if you have a complaint about your information rights.