



## PRIVACY NOTICE

### Children and Young People: information held by local authorities

#### The Data Protection Act 1998: How we use your information

We use information about children and young people to enable us to carry out specific functions for which we are responsible. 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.

**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.

**Primary Care Trusts (PCTs)** 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 PCTs to maintain children's names and addresses for this purpose. PCTs may also provide individual schools and LAs with aggregated health information which will not identify individual children.

**Education and training:** we (and Stockton Borough Council who provide Youth Support Services to the Council) 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<sup>1</sup>.

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/LA 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 1998.

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<sup>1</sup> Under the Education and Skills Act 2008, parts 1 and 2

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.

In addition to this the data may also be shared with Strategic Partners who have signed up to the Redcar & Cleveland **Data Sharing Protocol** i.e. other Local Authorities, Police, Youth Offender Service & TVCA (Tees Valley Combined Authority) Transforming Tees Project etc

The LA will share contact information with the Community Dental Service for the purpose of carrying out dental screening and surveys and to maintain the accuracy of databases. This will allow the Community Dental Service to contact parents/guardians to notify them of and offer them this service. Any such surveys or screenings will still require the consent of parents/guardians for them to be undertaken. This is with the aim of providing more comprehensive and improved services for the benefit of all children.

It may also be necessary to share information with newly formed **Academies** or alliances established during this academic year with a view to supporting particular groups of children within Redcar & Cleveland and to enable targeting of resources and improving educational attainment within the borough.

The LA is looking at enhancing its relationship with Colleges and other FE providers within the Redcar & Cleveland Boundary. With this in mind it is envisaged that trend data and progression information will be developed to support various initiatives and funding opportunities to enhance the lives of young people. This may involve sharing previous attainment (Key Stage 2 to Key Stage 4 results) and some personal data items. The sharing of this information only applies to students who were previously in a Redcar & Cleveland educational establishment. Redcar & Cleveland Borough Council hold personal information collected via the school census and has details of previous results.

Please be aware that when sharing any data the LA considers the provisions contained in the Data Protection Act 1998 alongside any other agreements which may be in place.

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:

- [www.redcar-cleveland.gov.uk/Enquiries](http://www.redcar-cleveland.gov.uk/Enquiries)
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Should you require any further guidance or support please contact

Redcar & Cleveland Borough Council  
Corporate Intelligence Hub  
Redcar & Cleveland House  
Kirkleatham Street  
Redcar  
TS10 1RT

Webpage: [www.redcar-cleveland.gov.uk/Enquiries](http://www.redcar-cleveland.gov.uk/Enquiries)  
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