



Brindle Gregson Lane Primary School

Privacy Notice (How we use children in need and children looked after information)

The categories of this information that we collect, process, hold and share include:

- personal information (such as name, date of birth and address)
- characteristics (such as gender, ethnicity and disability)
- information relating to episodes of being a child in need (such as referral information, assessment information, Section 47 information, Initial Child Protection information and Child Protection Plan information)
- episodes of being looked after (such as important dates, information on placements)
- outcomes for looked after children (such as whether health and dental assessments are up to date, strengths and difficulties questionnaire scores and offending)
- adoptions (such as dates of key court orders and decisions)
- care leavers (such as their activity and what type of accommodation they have)

Why we collect and use this information

We use this personal data to:

- support these children and monitor their progress
- provide them with pastoral care
- assess the quality of our services
- to protect pupil welfare

The lawful basis on which we use this information

We are required, by law, to pass on some of this information to the Department for Education (DfE) which uses it to; develop national policies, manage local authority performance, administer and allocate funding and identify and encourage good practice. DfE may share child 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.

Collecting this information

- Whilst the majority of children looked after information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing this information

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our record retention schedule sets out how long we keep information about pupils. Copies of the retention schedule can be sought from the school office. The schedule will also be available on the school website. Please note that a small charge will be made for photocopying should a paper copy be required.

Who we share this information with

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 the DfE use this information, please visit:

- our website at:

- <http://new.lancashire.gov.uk/council/transparency/access-to-information.aspx>
- the DfE's website at:
<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Or write to us at: Information Governance Team Lancashire County Council PO Box78
County Hall Preston PR1 8XJ

Email: dataprotection@lancashire.gov.uk

If you are within one of these groups of children and want to see a copy of information about you that we hold, please contact:

Information Governance Team
Lancashire County Council
PO Box78
County Hall
Preston PR1 8XJ

Email freedomofinformation@lancashire.gov.uk