

## PRIVACY NOTICE

Children in Need or looked after by the Local Authority

### Privacy Notice - Data Protection Act 1998: How we use your information

We *Wiltshire Local Authority* hold personal data about our children in care or those children to whom we provide services, and use this data to:

- Support children and monitor their progress;
- Provide appropriate support and pastoral care; and
- Assess the quality of our services.

This information includes personal characteristics and details for the services we provide. We will not give information about children in our care to anyone without relevant consent unless the law and our policies allow us to do so

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.

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 want to see a copy of the information we hold and share about you then please put your request in writing, or print and complete a subject access request form

(<http://www.wiltshire.gov.uk/subject-access-request-form.pdf>), and send it to:

- Data Protection  
Corporate Information Team  
Wiltshire Council  
Trowbridge  
Wiltshire  
BA14 8JN

If you require more information about how the LA and/or DfE store and use this data please go to the following websites:

[http://www.wiltshire.gov.uk/council/dataprotectionandfoi/dataprotection/dataprotectionfurtherinfo.htm#what do we do with your information](http://www.wiltshire.gov.uk/council/dataprotectionandfoi/dataprotection/dataprotectionfurtherinfo.htm#what%20do%20we%20do%20with%20your%20information) and

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

If you are unable to access these websites, please contact the LA or DfE as follows:

- Pip Rabbits  
Data and Information Sharing Manager  
Wiltshire Council  
Bythesea Road  
Trowbridge  
Wiltshire  
BA14 8JN  
email: [pip.rabbits@wiltshire.gov.uk](mailto:pip.rabbits@wiltshire.gov.uk)  
Telephone: 01225 713091
- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London SW1P 3BT  
Website:  
<https://www.gov.uk/government/organisations/department-for-education>  
email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)  
Telephone: 0370 000 2288