

# PRIVACY NOTICE

*Issued by Wiltshire Local Authority on Information Sharing*

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

*The Local Authority (LA)* uses information about children for whom it provides services, to enable it to carry out specific functions for which it is 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.

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.

This might include records in relation to; any involvement with social care, any involvement with the police, courts and probation, aspects relating to your employment, anti-social behaviour, violence in the home, substance misuse, educational attendance and behaviour, vulnerable children and health issues.

The personal data of individuals and families (this will include your name and date of birth) will be linked with information from public agencies. Organisations such as; the NHS and health organisations, Department of Work and Pensions, the Police, the Ministry of Justice, probation services, schools, Youth service and the Youth Offending Team. This data will be shared with the Department of Communities and Local Government and Office of National Statistics for the National Impact Study.

This is to help government and local service providers to evaluate effectiveness and improve services over time and to help improve the service your family and other families receive in the future

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>

The information will be held securely by the Local Authority as both manual records and electronic files. It may be shared within the Department and the Council and with other statutory authorities and related professional bodies as required by law and to fulfil the Local Authorities responsibilities.

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 we and/or DfE store and use your personal data please visit:

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

**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.

**Education and training:** we 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.

**Post 16 Providers attended by Wiltshire Learners** - The Local Authority will share demographic and personal characteristics of a young person with post 16 Wiltshire providers where those providers may be able to offer choices to the young person which could improve their life chances and enable them to make a positive contribution. The information will also be shared as part of the 'Learning Offer' Process which is a statutory obligation for Children Services to ensure that all young people are offered appropriate learning opportunities. This includes sharing data with other local authorities where young people travel across local authority borders.

---

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

**Children in Need or looked after by the Local Authority** Children's Services 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 how well the Local Authority services as a whole is doing.

**Clinical Commissioning Groups (CCG)** 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 CCGs to maintain children's names and addresses for this purpose. CCGs may also provide individual schools and LAs with aggregated health information which will not identify individual children.

**CP-IS (Child Protection Information Sharing) System.**

This is a national system being introduced from 2015.

If your child is subject to a child protection plan or a child in care this will be flagged on the CP-IS system. This system can be accessed by health providers in hospital emergency departments and health providers to let them know your child is on a child protection plan or in care. Your social worker will also receive an automatic notification that your child has been admitted to hospital.

**School Privacy Notices**

All schools, as data controllers should have privacy notices in place. These should be available on the school websites.