

WEST EXMOOR FEDERATION PRIVACY NOTICE – LOOKED AFTER CHILDREN

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

You have a legal right to be informed about how West Exmoor Federation uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you via your parents

This privacy notice explains how we collect, store and use personal data about you.

We, **West Exmoor Federation c/o Kentisbury Primary School, Kentisbury, Barnstaple EX31 4NG**, are the 'data controller' for the purposes of data protection law.

Our data protection officer is **Gary Brock at gbrocksolutions** (see 'Contact us' below).

The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you at the Federation.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes:

- Your contact details
- Your assessment and attainment records
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Safeguarding information
- Photographs
- 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 data

We use this data to help run the Federation, including to:

- To admit students into the Federation
- Get in touch with you and your parents/carers when we need to

- To monitor and report on student attendance and progress
- Assess the quality of our services
- Look after your wellbeing and keep you safe
- To comply with the law regarding data sharing
- Evaluate and improve our policies on children's social care

Our legal basis for using this data

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest to provide an education to you
- The processing of this information is necessary for the Federation to perform its function to students and parents effectively.

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

Collecting this information

Whilst most of children in need and looked after children information is compulsory, and essential for the local authority's operational use, some if it is provided on a voluntary basis. In order to comply with the GDPR, we will inform you whether you are required to provide certain student information to us or if you have a choice.

How we store this data

We will keep personal information about you while you are a student at the Federation. We may also keep it after you have left the Federation, where we are required to by law.

We have a GDPR Document Retention Management Policy which sets out how long we must keep information about pupils. This policy can be found in the policies section of the Federation website.

Data sharing

We do not share personal information about you with anyone outside the Federation without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- Our local authority – to meet our legal duties to share certain information with it, such as concerns about students' safety and exclusions
- The Department for Education (a government department)
- Your social worker so that your Personal Education Plan (PEP) is drawn up and reviewed so that you are able to reach your academic and life potential
- Your parents/carers or other nominated family representatives as indicated in the Home – School – Student/Parent Agreements
- Educators and examining bodies
- Schools that students attend after leaving us
- Health Services such as the School Nurse
- Student Management Systems such as SIMS

We will also share information with other people and organisations such as official school photographers and travel companies.

Why we regularly share student information

We do not share information about children in need or looked after children with anyone without consent unless the law and our policies allow us to do so.

We share students' data with the DfE on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. More information can be found at: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

National Student Database

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the [National Student Database](#), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) if you have any questions about the database.

Your rights

How to access personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a '**subject access request**', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it

- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents/carers
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request, please contact the Head Teacher of your school.

You also have the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have it corrected, deleted or destroyed if it is wrong, or restrict our use of it.
- Claim compensation for damages caused by a breach of the Data Protection regulations

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can also make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office at

<https://ico.org.uk/concerns/>

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer: Gary Brock at gary@gbrocksolutions.org

This notice is based on the [Department for Education's model privacy notice](#) for children in need and looked after children, amended to reflect the way we use data in this Federation..