



City of  
**Stoke-on-Trent**

**Children and Family Services**  
Civic Centre  
Glebe Street  
Stoke-on-Trent  
ST4 1HH

## **PRIVACY NOTICE: Education Welfare Service**

**Data Protection Act 1998 and General Data Protection Regulation 2018:**

### **How we use children/young people's information**

The Education Welfare Service processes personal information relating to children and young people and may receive this information from themselves, parent/carers, current and previous educational/care settings, other Stoke on Trent City Council Teams, other Local Authority Education Welfare Teams, the Department for Education (DfE) and other external professional agencies.

This information will include the child/young person's and family contact details, national curriculum and attainment data including assessment results, attendance/exclusion information, information from previous/current early years providers/schools/post 16 providers, any information from other Local Authority Education Welfare Teams, any health/medical information, any social care information and any personal characteristics such as their religion and ethnic group.

We hold this personal data to:

- Consider and potentially carry out statutory action related to school attendance, children missing education, children in employment and children performing requiring entertainment licences;
- Consult with transitioning educational settings for future or new educational placements and schools;
- Provide education support for all children and young people with a focus on school attendance and additionally those with special educational needs;
- Be able to monitor, review and report on progress;
- Ensure the safeguarding of children and young people;
- Ensure the medical health, safety and wellbeing of children and young people;

### **Our lawful basis for processing information is:**

- **Legal obligation** where processing is necessary to comply with the law (School Attendance, Education Act 1996, Children & Young Person's Act 1963, The Children (Performance and Activities) Regulations 2014)
- **Public task** where processing is necessary to perform a task in the public interest
- **Vital Interests** where processing is necessary to protect someone's life

## **Organisations that we are most likely to share personal data with are:**

- Stoke on Trent City Council ICT service providers
- Other Stoke on Trent City Council Local Authority Teams (Admissions, Early Help, Early Years, SENMAS, Free School Meals, Schools Finance, Home to School Transport (TRACS), Childrens Social Care, Adult Social Care, Learning Pathways, Youth Offending Team, Careers, Legal Services)
- Other Local Authority Education Welfare Teams (if moving in or leaving Stoke on Trent)
- Any previous/current/possible transitioning Early Years provider/School/Post 16 Provider
- Educational Psychology Service
- Sensory Service
- The National Health Service
- Other health professionals
- Other external professionals
- Plan writers (data immediately deleted once the plan is returned to SENMAS)
- The Department for Education (DfE)
- Ofsted
- Any transitioning school or educational/care setting
- Mediation Provider/Tribunal (Sendist)
- Legal Services (Magistrates/Court Teams)

## **Protecting your personal data**

To ensure personal data information is kept safe we have the following controls in place.

The information **will**:

- be held within secure systems/locations with appropriate levels of security that comply with relevant data protection legislation;
- only be shared for lawful purposes and with an appropriate level of security that complies with relevant data protection legislation;
- be processed in accordance with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) which came into force on 25th May 2018.

The information **will not**:

- be used for any purpose other than those stated in this notice;
- be held for longer than is necessary, after which it will be securely destroyed in line with Stoke on Trent Council's Retention Policy;

We will not give information about our children/young people to anyone without your consent unless the law and our policies allow us to do so.

## **Your rights regarding personal data**

Please contact the Education Welfare Service if you wish to:

- amend any records we hold
- access any records we hold

- correct or update any information we hold
- erase any information we hold
- restrict how information we hold can be used or shared
- object to information being held
- have any information we hold transferred to a third party

## Sharing Data

We are required, by law, to pass certain information about children/young people to the Department for Education (DfE) for the school census.

If you need more information about how Stoke on Trent Council or the DfE collect and use your information, please visit:

Stoke on Trent Council LA Website: <https://www.stoke.gov.uk>

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

## Concerns regarding processing of data

Should you have any concerns relating to how we, as a team, obtain, use, store or share any personal data please contact: Heather Gibbs

- Email: [Heather.Gibbs@stoke.gov.uk](mailto:Heather.Gibbs@stoke.gov.uk)

If you are dissatisfied with our response to your concerns you can of course contact the:

The Information Commissioner's Office\*  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Fax: 01625 524 510

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

\* The Information Commissioners Office deals with concerns and complaints relating to data protection and freedom of information legislation.