

## PRIVACY NOTICE

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

The **Local Authority (LA)** uses information about children and young people to enable us to carry out specific functions for which we are 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.

As a local authority, we are committed to protecting and safeguarding children and young people in the Borough. The Multi-Agency Safeguarding Hub (MASH) is a co-located arrangement of agencies integrated into a multi-agency team.

The Single Point of Access Team (SPA), which is the single point of contact for safeguarding concerns, and the MASH share information appropriately and securely on children or young people in order to take timely and appropriate actions. The teams also provide information and advice across a range of child and family services.

The LA will use information about its school workforce for research and statistical purposes, and to evaluate and develop education policy and strategies. The statistics are used in such a way that individual staff cannot be identified from them. The LA may also use it to support and monitor schools regarding sickness and recruitment of staff.

From the 1st April 2013 the Council took on the Public Health role previously provided by the Primary Care Trusts (PCT). The Office of Public Health (OPH) will use information about pupils for research and statistical purposes, to monitor the performance of local health services and to evaluate and develop them. The statistics are used in such a way that individual pupils cannot be identified from them.

Children's Health Records Services are now provided by Birmingham Community Healthcare Trust who have been contracted by NHS England to provide this service in this region. Information may be shared with them and appropriate Health Professionals to ensure that you can be fully informed of and consulted on relevant healthcare activities, for example, vision screening and vaccination services.

For further information, please refer to the Information Charter at the enclosed link:-

<http://www.dudley.gov.uk/privacy-disclaimer-statement/>

### **Pupils on courses which are delivered by other Learning Providers.**

In Dudley Borough a large number of secondary school pupils in years 10 and 11 attend courses which are delivered collaboratively or entirely by other learning providers. These often involve learning delivered on sites away from the home school and by staff employed by other learning providers. Sharing of information between

partners involved in the delivery of these courses needs to take place. This sharing of information is necessary to:

- Safeguard individual learners
- Meet the learning needs of individual learners
- Offer support as necessary for issues which may affect the learner during their course

Identified representatives of Dudley MBC Directorate of Children's Services (the LA) require access to individual and aggregated data necessary to inform planning decisions which need to be made, and to facilitate the operation of systems which facilitate sharing of data.

Details of information sharing arrangements are available from your school.

<http://www.dudley.gov.uk/resident/learning-school/schools-and-colleges/schools-contacts/>

### **Post 16 learning institutions**

In Dudley the majority of young people change setting following completion of their compulsory school education. Dudley Metropolitan Borough Children's Services Directorate holds a range of information on individual young people. Sharing of information with partners delivering post 16 learning opportunities allows these providers to better respond to the learner's needs and for the local authority to track young people's movements in response to its statutory duty. As a consequence, where relevant, pupil information may be shared with post 16 learning institutions to minimise the administrative burden on application for a course and to aid the preparation of learning plans. Full details of this information sharing is documented in a Data Sharing Agreement that can be obtained by contacting the Divisional Lead Officer - Integrated Youth Support. This agreement is reviewed and updated on an annual basis.

### **Youth Support Services**

For pupils aged 13 years and over, the school is legally required to pass on certain information to the provider of Youth Support services in their area. In Dudley, the Family Solutions Service provides support to children young people and their families. Connexions forms part of Family Solutions and provides a support service for young people aged 13 to 19 ( and up to 25 if the young person has a learning difficulty or disability). The school must provide the name and address of the pupil and their parents and any further information relevant to the support services' role. In addition, the date of birth of the pupil is supplied.

The Connexions service pass on some of the information they collect to the Department for Education (DfE) to enable them to assess the local authorities' performance and determine the destinations of young people after they have left compulsory education. If you require more information about how the DfE store and use your information then please go to the following website:

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

As Connexions forms part of Family Solutions, some information that is obtained will be shared amongst the wider Family Solutions team in order to identify what support is already being offered but also where further support may be provided. By offering access to a wider package of support means that our children, young people and families receive the right help, from the right service at the right time.

Until pupils are aged 16 or older, their parent(s) can ask that no information beyond their children's name, address, Special Educational Need status and date of birth (and their own name and address) be passed to the youth support services provider. This right transfers to the pupil on their 16th birthday. Pupils and/or parents will need to inform the school if this is what they wish.

It is strongly recommended that pupils and their parents do not opt out of the information being shared with Youth Support Services as this information is used to identify young people within Dudley schools who will need support from the Connexions service to move to a positive destination after leaving school and therefore complies with the Raising of the Participation Age.

Information may also be shared with some third party organisations where they are processing information on behalf of the Council in their capacity as Data Processors. For further information please contact:  
Head of Family Solutions , 3-5 St James' Road, Dudley, DY1

Online information, advice and support on a range of issues affecting young people can be found on the Directgov Young People page at:  
[www.direct.gov.uk/en/YoungPeople/index.htm](http://www.direct.gov.uk/en/YoungPeople/index.htm) with access to trained helpline advisers, via SMS text message, telephone, webchat and email.

### **Electoral Services**

The Electoral Registration Officer is required to keep an up to date and accurate voters roll to ensure that all eligible residents of the Borough can play a full and active part in the democratic process. As part of this process the Electoral Registration Officer is allowed by law to inspect other council records. It is nationally recognized that rising 18's do not always get registered at the right time allowing them to vote as soon as they reach 18. The data held by Children's Services will be cross matched against the data shown on the voters list and where necessary registration forms will be issued to anyone who appears to qualify for inclusion on the voters list.

### **Health and Safety**

Where you have been involved in an accident, an Accident/Incident Report Form will be completed which will include details of the accident including information about you. This information will be passed to the Corporate Health and Safety Team at Dudley MBC. This information will be accessed by Dudley MBC employees, who legally require access to this data, for purposes related to this incident, and may be shared with others to allow us to comply with our statutory duties'.

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.

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 require more information about how we and/or DfE store and use your personal data please visit:

- our website [insert your relevant website page]
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you want to see a copy of information about you that we hold, please contact:

- **Data Protection Officer,**
- Principal Information Security Officer.
- Dudley MBC, ICT Services, Corporate Information Governance Team, Transformation and Performance, The Council House, Priory Road, Dudley, West Midlands, DY1 1HF