

Privacy Notices: Children and young people: information held by local authorities

The Data Protection Act 1998: How we use your information

We use 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.

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 this¹.

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.

The LA will pass information to the Library Service to enable them to issue all Reception year pupils with their own library card.

The LA may share some limited information (including pupil name and school) with the University of Portsmouth (UOP) and/or other research agencies for schools taking part in an educational performance research project.

The LA may share information about pupils with other local public services such as local NHS trusts (see below), police and emergency services, in order to assess needs, commission services and meet its safeguarding duties. For the same reasons, pupil data, including monitoring attendance and attainment, will be shared with Early Year providers, schools (including academies) and post 16 establishments.

The LA will share limited information (name and school/college) about Portsmouth's looked after children who are placed in, and outside Portsmouth schools/colleges to a commissioned service called 'Welfare Call Ltd' to monitor the daily attendance of these young people.

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.

Local NHS Trusts 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

¹ Under the Education and Skills Act 2008, parts 1 and 2

height and weight) to be retained for a certain period of time (designated by the Department of Health) and requires these PCTs to maintain children's names and addresses for this purpose. PCTs may also provide individual schools and LAs with aggregated health information which will not identify individual children. More detailed data: name, address, date of birth, gender and school information (if appropriate) will be shared between the NHS trust and the LA. This is to assist the LA in meeting its statutory duties for funding early education places and supporting school admissions. It also enables the NHS trust to update the Child Health Computer, to support School Nurses/Specialist Health Care Teams in implementing the health programme, and to implement a statutory national dental survey of five year old children attending mainstream schools.

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 <http://www.portsmouth.gov.uk/>
- <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:

Portsmouth City Council:

Children's Services Information, Performance & Development Team
Civic Offices
Guildhall Square
Portsmouth PO1 2EA
tel. 023 9284 1465
email: lea_info@portsmouthcc.gov.uk

or

Corporate Information Governance Officer
Customer, community & democratic service
Civic Offices
Guildhall Square
Portsmouth PO1 2AL
tel. 023 9268 8482
email: foi@portsmouthcc.gov.uk