Privacy Notice

Our core data protection obligations and commitments are set out in the council’s Primary Privacy Notice and on our website at Data Protection legislation.

Service Name: Services to Schools

This notice provides additional privacy information for:
- Children and their parent/carers in relation to education provision and support;
- School Admissions
- In Year Fair Access
- Managed Moves
- School Attendance, Behaviour and Welfare
- School Exclusions
- Children Missing Education (CME)
- Elective Home Education (EHE)
- Alternative Provision

Purpose

We may need to use some information about you in order to carry out statutory functions and services including regulatory and administrative functions in a lawful manner:
- in delivering services and support by ensuring other statutory or voluntary agencies with whom the council is working, are able to deliver 'joined up' services to you
- in planning future services;
- for managing and checking the quality of our services;
- to help investigate any concerns or complaints you have about our services and for answering enquiries under access legislation;
- in carrying out our statutory functions and regulatory activities, such as safeguarding
- for managing any online transactions you may elect to make
- for archiving, research, or statistical purposes

We collect [or obtain] your personal information for the following purposes:
To provide a range of services to schools, children and their parents/carers relating to education provision as well undertaking regulatory and administrative activities such as statutory data reporting. These include;
- Allocation of school places
- Provision of education support services relating to children not attending school, who may or may not have an allocated school place in Salford, including CME and EHE.
- Monitoring and reporting of exclusions
- Allocation of alternative provision
- Supporting vulnerable children and young people e.g. children known to social care and be subject to child protection

Categories of Personal Data

In order to carry out these purposes we collect and obtain:
Personal information can be anything that identifies and relates to a living person. This can include information that when linked with other information, allows a person to be uniquely identified. For example, this could be;

Name and contact details (address, telephone and email)
Date of birth
The law treats some types of personal information as ‘special’ because the information requires more protection due to its sensitivity. This information consists of:

- Racial or ethnic origin
- Sexuality and sexual life
- Religious or philosophical beliefs
- Physical or mental health
- Criminal convictions and offences

### Legal Basis for Processing

Generally we collect personal information where:

- you have entered into a contract with us e.g. school application
- it is necessary to perform statutory functions e.g. school attendance, CME
- it is necessary for archiving, research, or statistical purposes
- when it is in our legitimate interests (or those of a third party) provided your interests and fundamental rights do not override those interests

Your personal information may also be shared with other organisations, such as those who assist us in providing services and those who perform technical operations such as data storage and hosting on our behalf.

### Information sharing/Recipients

We may share personal information about you with the following types of organisations:

- Schools
- Education professionals e.g. Education Psychologist, CAMHS, Learning Support
- Third party professionals e.g. Health, Social Care, Housing, Youth Offending team, Home Office, Alternative Education Providers

As well as information collected directly from you, we also obtain or receive information from:

- Schools
- Education professionals e.g. Education Psychologist, CAMHS, Learning Support
- Third party professionals e.g. Health, Social Care, Housing, Youth Offending team, Home Office, Alternative Education Providers

Examples:

- If another organisation tells us that you or your wider family need help/support
- If there are safeguarding or child protection concerns
- If a child is missing from or not accessing their education provision, a multi-professional approach may be required.

### Automated Decisions

For this service we involve human intervention and may make automated decisions about you e.g. in respect of online school applications.

### Data retention/criteria

We will only keep your personal information for as long as the law specifies or where the law does not specify this, for the length of time determined by our business requirements.

Your information will be securely stored on EMS within the Councils IT systems. Personal records are kept until the child or young person reaches their 30th birthday, unless they are Looked After Children in which case the records are retained for 75 years.
Our Retention Schedule outlines how long we retain certain types of information for and this is viewable from this link https://www.salford.gov.uk/your-council/council-and-decision-making/data-protection-act-1998/

Your rights

Information about:
- exercising your rights
- raising a concern with us, or
- making a complaint to the Information Commissioner is accessible in our ‘guide on exercising your rights’

To find out how you can exercise any of your rights, including where you are seeking a copy of your personal information, please download the ‘Guide to accessing your rights’

Updates

We may update or revise this Privacy Notice at any time so please refer to the version published on our websites for the most up to date details.

School Admissions https://www.salford.gov.uk/schools-and-learning/schools-admissions/

In Year Fair Access https://www.salford.gov.uk/schools-and-learning/schools-admissions/moving-school-during-the-school-year/fair-access-protocol/


