

Leicestershire County Council Fair Processing Notice

This notice is to tell you about why we need your information and how we will handle it. This notice is for

Provider Portal, Children and Family Services

What Information do we need from you?

We need to know the following information about your early years and childcare setting / your school, the provision you offer and the children that attend in order to carry out our legislative duties: child's name, child's date of birth, child's gender, child's ethnicity, child's looked after status, educational records, school attended, any special requirements, child's health data (e.g. SEN or disability), parent's name, address, phone number / mobile number, email address, NI or NASS number, gender.

For access to the Provider portal for Early Years settings we will need to collect the name and email address of any nominated user(s). For schools, we will need the name of your school, the school's DfE number and the name and email address of any nominated user(s).

Why do we need this?

We need this information for the purpose of administering the two year old funding, 30 hours DERN Validation, Disability Access Funding, Headcount, School admissions and for informing departmental management teams.

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 can't be identified.

Primary Care Trusts (PCTs) use information about pupils for research and statistical purposes, to develop, monitor and evaluate the performance of local health services. These statistics won't identify individual pupils. It is necessary for certain health information about children (e.g. such as their height and weight) to be retained for a certain period of time (designated by the Department of Health) and requires PCTs to maintain children's names and addresses for this purpose. PCTs may also provide individual schools and Local Authorities with aggregated health information which won't identify individual children.

Education and training: Leicestershire County Council hold information about young people living in Leicestershire, 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 this.

Why are we allowed to process your information?

Data protection law allows us to process the information you provide within certain

conditions. In this case we are fulfilling a legal obligation and our official authority in the performance of a public task, as the lawful condition for us to do this. We also need an appropriate lawful reason to process sensitive data. In this case we are processing your sensitive personal data because of health or social care requirements under various UK laws including but not limited to:

- Schools Standards & Framework Act 1998
- Children & Families Act 2014
- School Admissions Code 2014
- School Admission Appeals Code 2012
- Education Act 2002,
- School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements)(England) Regulations 2012/8
- School Admissions (Infant Class Sizes)(England) Regulations 2012/10
- Childcare Act 2006 and 2016

Who will we share this with?

Sometimes we need to share the information you provide with others. We will only do this when it is necessary in order to offer you this service, or if we are required to do so by law. We do not plan to share it with anyone else or use it for anything else. When it is necessary, 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.

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 Data Protection legislation.

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:

- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>
- <https://www.leicestershire.gov.uk/about-the-council/data-protection-and-privacy/collecting-and-using-your-information>

How will we keep it secure?

We will take all reasonable steps to prevent the loss, misuse or alteration of the personal information you provide. Only the people who need to see this personal information will be allowed access to it. We will not send this information outside of the UK.

How long will we keep it for?

We will only keep this information for as long as necessary or as the law requires. For these services our current Retention Schedule states that this period is as below:
25 years from last contact for School Admissions Service
7 years from closure for the Early Years Inclusion and Childcare Service

What if something changes?

If the information you provided changes or your circumstances change, please contact the appropriate service as below:

School Admissions: Tel: 0116 305 6684; Email: admissions@leics.gov.uk

Early Years Inclusion and Childcare Service: Tel: 0116 305 6208;
Email: childcare@leics.gov.uk

If we need to change something like who we want to share this information with, we will contact the service user to let them know.

What are your rights?

For more information about how and why we use your information please visit the Leicestershire County Council website: <https://www.leicestershire.gov.uk/about-the-council/data-protection-and-privacy>

Terms and Conditions

By entering the Early Years Headcount Provider Portal you are agreeing to:

- * Protect and maintain a secure password which only you know so that unauthorised persons can't gain access
- * Use the system appropriately for work purposes only
- * Ensure that information entered on to the system is accurate and relevant

Handle data within this system in accordance with the Data Protection Act

<https://www.gov.uk/data-protection/the-data-protection-act>