

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:

Education Services in the Children & Family Services Department

What Information do we need from you?

We need to know the following sorts of information about you and your children: name, contact details, child's name, child's date of birth, educational records, school attended, any special requirements etc.

Why do we need this?

We need this information:

- Statutory requirements e.g. reporting to Government
- Service delivery
- Service improvement and planning
- Regulatory functions
- Prevention and detection of crime
- Financial transactions
- Traded services
- Research including consultations
- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Assess the quality of our services
- Comply with the law regarding data sharing

Why are we allowed to process your information?

Data protection law allows us to process your information within certain conditions. In this case we are fulfilling a legal obligation or public task under various UK laws including but not limited to:

- The Education Act 1944, 1996, 2002
- The Education & Adoption Act 2016
- The Education (Information About Individual Pupils) (England) Regulations 2013
- The Education and Skills Act 2008
- The Education (Pupil Registration) (England) Regulations 2006
- Statutory Guidance for Local Authorities in England to Identify Children Not Receiving Education – February 2007)
- The Education and Inspections Act 2006
- The Children Act 1989, 2004
- The Childcare Act 2006
- The Children & Families Act 2014
- Local Safeguarding Children Boards Regulations 2006 (SI 2006/90)

- The Localism Act 2011

as the lawful condition for us to do this.

We also need an appropriate lawful reason to processing sensitive data. In this case we are processing your sensitive personal data because this is necessary for the purposes of carrying out our obligations in the field of employment, social security and social protection law.

Who will we share this with?

Sometimes we need to share your information 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 may disclose your personal information to the following organisations:

- Judicial Agencies e.g. Courts
- Police
- Department for Education and their agencies
- Children's Social Care
- Early Help services
- Safeguarding Boards
- Probation
- Health Agencies
- Speech and language therapists
- Specialist teachers
- Education Providers including early years providers, pre- and post-16
- Substance Misuse Teams
- Other Local Authorities
- Education Providers
- Youth offending Service
- Pupil Referral Units
- School Transport Operators
- Other Youth Offending Teams
- Voluntary Sector Partners
- Local Businesses offering work experience, educational opportunities
- Qualification awarding bodies
- Contractors providing education and IT services
- Funding bodies
- Elected members

How long will we keep it for?

We will only keep this information for as long as necessary or as the law requires. Please see the Information Asset Register/Retention Schedule for details of how long we keep specific information sets.

What if something changes?

If the information you provided changes or your circumstances change please [contact us](https://www.leicestershire.gov.uk/about-the-council/contact-us) (<https://www.leicestershire.gov.uk/about-the-council/contact-us>).