

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

Leicestershire Virtual School

What Information do we need from you?

We need to know the following about you and your children:

parent / carer name, parent / carer address, parent / carer email address, parent / carer phone number and mobile number.

Child's name, child's address, child's date of birth, child's gender, child's ethnicity, looked after status, SEN status, asylum status, language spoken, EHCP plan, educational records including details of any alternative provision and Personal Education Plan (PEP), attendance and attainment records, exclusions. Where older children have taken part in Leicestershire Virtual School activities we may also hold their mobile numbers and email addresses.

Why do we need this?

The Leicestershire Virtual School is a statutory service whose role is to promote the education of children in care by supporting our family of schools, colleges, nurseries and early years settings, carers and social workers to help children and young people to do their best.

We do this by being an essential advocate for the importance of education, aiming to raise self-esteem, expectations and aspirations and removing barriers to learning. The Virtual School also has a statutory responsibility to promote the educational achievement of children and young people who were previously looked after by making available information and advice to parents and other professionals.

We need this information with the Virtual School so that we can offer you this service and meet any regulatory requirements.

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 using our legal obligations 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 and policies including but not limited to:

- Children Act 2004
- Education Act 1996
- School Standards and Framework Act 1998
- Children's Socialwork Act 2017

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:

- Education Providers including schools, colleges and other post-16 provision, nurseries and early years settings
- Relevant internal Departments and Services within the Council
- Contractors providing education and IT services (including tuition services)
- Welfare Call (Commissioned Service)
- The Dollywood Foundation (Book gifting charity)

How will we keep it secure?

We will take all reasonable steps to prevent the loss, misuse or alteration of your personal information. Only the people who need to see your personal information will be allowed access to it. No data will be sent outside the UK except that supplied to the Dollywood Foundation to enable them to supply their charitable service. The Dollywood Foundation is based in the USA and they have signed the appropriate EU “Standard Contract Clauses” to guarantee the security of the data.

How long will we keep it for?

We will only keep this information for as long as necessary or as the law requires. For this service that would normally be 75 years from date of birth.

What if something changes?

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

Virtual School: ☎ 0116 305 6097; ✉ virtualschool@leics.gov.uk

If we need to change something e.g. who we share this information with, we will contact you to let you know.

What else would we like to do?

We would also like to use your data to provide you with identified targeted services. This is completely at your choice and you will only receive such communications if you have opted in to receive them. You can opt out at any time by contacting the service as above. If you do receive any unwanted communications of this type, please contact the appropriate service as above.