

## Warrington Life – Privacy Notice

### How we use children and young person's information

Reporting to the Department for Education (DfE) for the following statutory requirements:

- Destination data for the Department for Education, which informs national statistics on NEET (young people who are not in education, employment or training).
- Confirmed destinations as part of delivery of tracking of clients, which informs national not known statistics.
- Confirmed delivery of the September Guarantee
- Destination survey. Required by DfE based on the status of every year 11 leaver as of 1<sup>st</sup> November.
- Reporting on raising of the participation age compliance to the DfE.
- Reporting on vulnerable groups destinations to DfE, including special education needs or disabilities (SEND), young parents, young offenders, and children in care.
- Intervention updates for monitoring client casework
- Allocation of client casework to advisers and support officers
- Statistical analysis in order to inform service delivery and gaps in provision.

The Council has a duty to ensure all its electronic records are managed appropriately, ensuring that these records are entered accurately, are fully informed, and the information is kept up to date. This policy brings together requirements for information handling standards of recording, and ensures that the data protection act and quality standards for data entry are adhered to.

#### **The categories of this information that we collect, process, hold and share include:**

- personal information (such as name, unique pupil number and address)
- characteristics (such as ethnicity, language and free school meal eligibility)
- Special educational needs information
- Exclusions / behavioural information

### Why we collect and use this information

#### **Warrington Borough Council has a statutory duty to:**

- Track and support young people's participation to report those not in education, employment and training (NEET) and to target their resources on those who need them most.
- Report to the Department for Education on the intended destinations and September offer provided to all year 11s who attend a school in Warrington.
- Secure suitable education and training for those young people aged 16-25 subject to a learning difficulty assessment (referred to as a 139a) or an Education, Health and Care Plan (EHCP), including placement into an Independent Specialist Provider if appropriate.
- Ensure that enough appropriate provision is in place to meet the needs of participation requirements to 18 years.



## The lawful basis on which we use this information

We collect and use this information in accordance with the DfEs National Client Caseload Information System (NCCIS)<sup>1</sup> compliance requirements which monitors the delivery of the councils statutory and legal duty to carry out the responsibilities listed in 'why we collect and use this information'. The legal duties are contained under section 507B of the Education Act 1996.

## Collecting this information

Whilst the majority of children and young person's information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

## Storing this information

We hold children and young person's data in accordance with the NCCIS management information requirement.

## Who we share this information with

### We routinely share children and young person's information with:

- The Department for Education (DfE) - on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.
- Warrington Life service – under section 507B of the Education Act 1996, to enable them to provide information regarding training and careers as part of the education or training of 13-19 year olds
- NHS
- Schools
- Private Training Providers
- Colleges

## Education and training

The Warrington Life service hold information on 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 educational need or disability). Under parts 1 and 2 of the Education and Skills Act 2008, 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 support these provisions.

We will also share relevant information about pupils not in education, training or employment aged 16+ as agreed with they young person, this is in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

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<sup>1</sup> Department for Education, NCCIS management information requirement  
<https://www.gov.uk/government/publications/nccis-management-information-requirement>



This enables the Warrington Life service to provide support with:

- access to post-16 education and training
- access to youth support services and other local support activities
- careers advice

A parent / guardian can request that **only** their child's name, address and date of birth is collected by the Warrington Life service by informing careersservice.co.uk Governance Manager) email: sgallear@warrington.gov.uk. This right is transferred to the child/pupil once he/she reaches the age of 16. In order to deliver the councils statutory responsibilities any young person may be contacted to confirm their present learning or work status.

The offer of support will also be provided which may also include periodically being sent information on local learning or work opportunities and events.

For more information about services for young people, please visit [www.warrington.gov.uk](http://www.warrington.gov.uk)

### Why we share this information

We share children and young person's data with the Department for Education (DfE) on a statutory basis under section 3 of The Education (Information about Individual Pupils) (England) Regulations 2013. This data sharing underpins school funding, educational attainment policy and monitoring and enables 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.

Information about children and young people will only be shared where there is a legal basis or where we have informed consent to do so.

### Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

### The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

The law requires us to provide information about our pupils to the DfE as part of statutory data collections. Some of this information is then stored in the national pupil database (NPD). The legislation that requires this is the Education (Information About Individual Pupils) (England) Regulations 2013.



To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The Department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and 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 information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

### Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record held by their education provider, contact; Sarah Gallear (Information Governance Manager), 01925 442405 or [sgallear@warrington.gov.uk](mailto:sgallear@warrington.gov.uk)

