



HILLINGDON

LONDON

DATA PROTECTION PRIVACY NOTICE FOR Education Improvement and Partnerships

Why are we providing this Notice to you

The Council, in its capacity of Data Controller holds certain information about you and your child or children which it needs to process for the purpose of providing the Education Improvement and Partnerships Service. This Notice is designed to give you information about the personal data we hold about you, how we will use it, your rights in relation to it and the safeguards that are in place to protect it.

Further information is contained in the Council's Generic Data Protection Privacy Notice which can be found on its website at: www.hillingdon.gov.uk/privacy

What personal data do we hold

The types of data we hold, and process will typically include:

- Personal details (such as name, gender, age, date of birth, address and contact details)
- Special category characteristics (such as ethnicity and special educational needs)
- Other professional involvement (such as Social Care and Special Educational Needs)
- Post 16 tracking (intended destinations and education/employment status)

We obtain some of this data directly from you and some of this data from our schools and partner agencies, such as School Offices, Governing Board Clerks, Ofsted, Regional Schools' Commissioner and the Education Skills and Funding Agency. Where this is the case, we will set out in this Notice the identity and the contact details of the relevant data controller and the contact details of their data protection officer, where applicable. We will also identify from which source the personal data originates, and if applicable, whether it came from publicly accessible sources.

What is our purpose for processing your personal data

The Education Improvement and Partnerships Service will use the information provided to deliver an education service, such as:

- Maintain our Governing Board database, send Council and School communication on School governing matters, training offers, meeting requests and actions required.
- Liaison and support with Post-16 employment, education and training with individuals and partner agencies to share data.

- Receive, investigate and respond to complaints and queries, which are shared with other internal services and external partner agencies.
- Manage early years and pupil data to monitor performance outcomes of early years and education settings.

What is the legal basis for our use of your personal data

We need it to comply with a legal obligation. The Education Improvement and Partnerships Service have a number of detailed statutory duties under the Education Act, with the high level areas provided below:

- Consider complaints about the curriculum, religious education and collective worship referred to them
- Have regard to guidance given by the Secretary of State on the constitution of maintained school governing bodies
- Provide a framework for decision making and accountability of governing bodies
- Local Authority to secure suitable education and training for children over compulsory school age but under the age of 19
- Promote high standards in primary and secondary education
- Take action when a School goes into an Ofsted category
- Securing sufficient primary and secondary Schools in the area

What we do if your personal data is sensitive

We will only process your sensitive personal data with your consent, unless we can lawfully process it for another reason permitted by law. We will notify you if it is sensitive and as with non-sensitive personal data, you have the right to withdraw your consent to processing at any time by letting us know. Sensitive data is data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, genetic and biometric data, data concerning health or data concerning a natural person's sex life or sexual orientation.

For how long we will hold your personal data

We will only keep your personal data for as long as we need to in order to fulfil the purposes for which it is collected and for so long afterwards as we consider it may be required to deal with any questions or complaints about the service which we provide to you, unless we elect to retain your data for a longer period in order to comply with our legal and regulatory obligations.

Organisations that we may share your personal data with

The circumstances in which the Council may do this are set out in the Council's Generic Data Protection Privacy Notice. Typically, the organisations we share your data with are:

- Schools

- Ofsted
- Regional Schools' Commissioner
- Education Skills and Funding Agency
- Department of Education and other government departments, as required
- Commissioned providers of local authority services (such as education services)

We will share personal information with law enforcement or other authorities if required by applicable law.

Any information shared with, or by, the council will be done so as the law permits, to check the accuracy of information and prevent/detect crime and misuse of public funds. The council must comply with set arrangements ensuring that our education functions are exercised with a view to safeguarding and promoting the welfare of children.

If we intend to process your personal data for a purpose other than that for which the personal data was collected, we shall provide you details of that other purpose before we start processing your data.

Internal Sharing of data

We may share some of your data with other services within the London Borough of Hillingdon working to improve outcomes for children and young people.

What happens if you provide personal data to us because of a statutory or contractual requirement

We will let you know of your obligation and also let you know of the possible consequences if you fail to provide it.

Your rights

You have a right to access and obtain a copy of the personal data that we hold about you and to ask us to correct your personal data if there are any errors or it is out of date. In some circumstances, you may also have a right to ask us to restrict processing of your data until any errors are corrected, to object to processing or to transfer or in very limited circumstances erase your personal data. You can obtain further information about these rights from the Information Commissioner's Office at: www.ico.org.uk or via their telephone helpline 0303 123 1113.

If you wish to exercise any of these rights, please contact Michael Hawkins, Head of Education & Lifelong Learning. You also have the right to lodge a complaint in relation to this Privacy Notice or our processing activities with the Information Commissioner's Office, which you can do through the website above or their telephone helpline.

We may from time to time ask for further information from you. If you do not provide such information or ask that the personal data we already hold is deleted or restricted, this may affect the service that we provide to you.

Updates

We may update this notice periodically. Where we do this, we will inform you of the changes and the date on which the changes take effect.

Contacting us

Please contact the Education Improvement and Partnerships Services for further information:

Education Improvement and Partnerships Service

London Borough of Hillingdon

Civic Centre

High Street

Uxbridge

UB8 1UW

Email: education@hillington.gov.uk

Telephone: 01895 55 6084

Statutory Data Protection Officer

You may also contact our Data Protection Officer for further information:

Data Protection Officer

Legal Services

Civic Centre

High Street

Uxbridge

UB8 1UW

Email: DPO@hillington.gov.uk