



# **Virtual School Team Privacy Notice**

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**This Privacy Notice was last updated in May 2023. It is regularly reviewed and may be updated or revised at any time. Please refer to this page for the most up-to-date information [Privacy | Be Wigan | Services for Schools](#)**

**It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes.**

## **1. INTRODUCTION**

Our core data protection obligations and commitments are set out in [Wigan Borough Council Primary Privacy Notice](#).

This notice provides additional privacy information for the **Virtual School Team**.

The Virtual School Team ensure all Children Looked After and Previously Looked After get an appropriate education to meet their needs and help them to fulfil their potential.

## **2. WHAT PERSONAL INFORMATION DO WE COLLECT**

In order to carry out activities and obligations as the Virtual School Team we may process the following personal information:

- Name
- Title
- Address
- Telephone number
- Email address
- Date of birth
- Gender
- Marital status
- Relationships
- Bank account details
- Payroll and tax/national insurance status information
- Attendance in education setting
- Academic attainment and progress
- Interventions accessed to improve outcomes
- Exclusions from education settings

**Please note that this is not an exhaustive list.**

We may also collect, store and use special categories of personal information. This may include, but is not limited to:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions (including ensuring meaningful equal opportunities monitoring and reporting)
- Offences (including alleged offences), criminal proceedings, outcomes and sentences

### **3. HOW WE USE PERSONAL INFORMATION**

The main purposes for processing your personal information are:

- As corporate parents for children looked after as we have a statutory responsibility to monitor and support children's education.
- We track attainment, attendance and progress of children looked after in order to monitor, direct resources and to report to Corporate parenting board and the Department for Education
- To offer appropriate advice and guidance to meet your child's educational needs for children previously looked after

### **4. LEGAL BASIS FOR PROCESSING**

The legal bases we rely on for processing your personal information are:

- Legal obligation under provisions of the Children Act 1989, the Children and Families Act 2014, the Care Planning, Placement and Case Review (England) Regulations 2010 and statutory guidance.

If we intend to use your information beyond legal obligations or to exercise specific rights we will seek your consent to process your information and full guidance will be provided.

### **5. WHO DO WE SHARE PERSONAL INFORMATION WITH**

In addition to the general reasons for information sharing described in the [Wigan Borough Council Primary Privacy Notice](#):

- We will share school location information to commissioned 3rd parties for the purpose of tracking attendance of children looked-after living outside of the local authority area. This information is provided under the conditions of the above mentioned legislation and statutory duty to track and monitor the education of children looked after.
- We will share your child's information with appropriate schools to assess ability to meet need upon your request

We may also collect or receive information from external parties such as:

- Data information from schools relating to statutory returns to the DfE to monitor attainment of children looked after.
- Attendance data from an outside commissioned provider who monitors attendance for out of authority schools currently educating our children looked after.

- Adoption agencies

**Please note that this is not an exhaustive list.**



## **6. HOW LONG DO WE KEEP PERSONAL INFORMATION**

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any future legal, accounting, or reporting requirements.

We must continue to retain necessary information in accordance with our corporate records policy to fulfil legal, statutory and regulatory requirements

## **7. AUTOMATED DECISIONS**

All the decisions we make about you involve human intervention.

## **8. COOKIES**

To find out how we use cookies, please see our [Cookies \(wigan.gov.uk\)](https://www.wigan.gov.uk/cookies).

## **9. YOUR RIGHTS**

More information on how to seek advice in order to exercise your rights, raise a concern or complain about the handling of your personal information by the council can be found at [Wigan Borough Council Primary Privacy Notice](#).