

People Directorate: Children, Adults and Families

Nick Hudson, Corporate Director



Our reference: EHE/CP
Your reference:
Please ask for: Catherine Pealing
Extension: 86147
Direct line: 01942 486147
Date: 13th June 2011

Dear Home Educator

RE: PRIVACY NOTICE

I am writing to inform you of a change in process that will be introduced in Wigan from July 2011 which will involve you as home educators.

As you are aware we have been attempting to develop relationships with our home educators by arranging meetings, looking at support and advice routes, accessing services, making the paperwork more user friendly and looking at extending the opportunity of the education officers role to home educators themselves. We have made some positive progress so far and I am keen for this to continue.

Most of our home educators do an excellent job and we have no cause for concerns, but as you must appreciate, there are occasions - although infrequent, where some families do withdraw their children to home educate for the wrong reasons and under the current guidance and legislation for home education this makes it difficult for us to identify those families.

Wigan Council has a legal duty to safeguard ALL children within its Borough. We do not assume that because children are home educated that they are at any more risk than children attending school but within schools there are systems where professionals exchange information with each other to support families. To fulfil our duty, we must first identify who may be a cause for concern and to do this requires a process of exchanging information with other agencies.

Data protection law does allow us to exchange certain information to fulfil this duty and does not require consent but does require that we issues a privacy notice to everyone who's data will be shared.

Please reply to Catherine Pealing

Wigan Council, People Directorate: Children, Adults and Families, Progress House, Westwood Park Drive, Wigan WN3 4HH.

Phone: 01942 486147 Fax: 01942 486216

E-mail: c.pealing@wigan.gov.uk

www.wigan.gov.uk

I would like to highlight to you the information sharing process that will be used for your data from July:

On a monthly basis every child that is home educated will be entered onto a secure data base shared only by 1 nominated officer from the following Wigan agencies:

- Youth Offending Team
- Housing
- Health Service
- Education Welfare
- Police
- Social Care Services
- Connexions

The data shared will be:

- Child's name
- Child's date of birth
- Address
- Previous school (if appropriate)

Each agency will then check their data records to see if the child is known to them. Only information that may cause concern for the welfare of any child will then be shared with the home education team who will then investigate further. Any information relevant to the child or the address but not a cause for concern will not be shared as it may not be relevant. No information about the circumstances of individual cases will be shared with other agencies as this is not relevant unless a case is being investigated further. Agencies will not use this data to contact you without consent and will sign a confidentiality agreement to ensure that the data is only used for the purpose agreed.

If you would like to discuss the contents of this letter further please don't hesitate to contact me on 01942 486147 or email c.pealing@wigan.gov.uk.

Yours sincerely

Catherine Pealing
Manager – Pupil Inclusion
Wigan People Directorate: Children, Adults and Families