



# **Attendance Service 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 notices for all council services \(wigan.gov.uk\)](https://www.wigan.gov.uk/privacy-notice).**

**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 the Council's Primary Privacy Notice.

This notice provides additional privacy information for **The Attendance Service**.

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

In order to carry out activities and obligations as Attendance Officers we may process the following information:

- Name
- Title
- Address
- Telephone number
- Email address
- Date of birth
- Gender
- Marital status/civil partnerships
- Relationships
- Education information including any Special Educational Needs and Disability
- Involvement with statutory services such as Social Care or the Youth Offending team
- Involvement with Education, Health and Care agencies

**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:

- Administering the service we have entered into with you.
- Making decisions about the support you receive from us.
- Making decisions about whether to use legal powers if your child is missing school without a good reason
- Education, training and development requirements of staff to ensure the best support for your child.
- To conduct data analytics studies to review and better understand the support needed by children and young people and to ensure this support is available.
- For equal opportunities and monitoring purposes

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

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

- Legal obligation under the Education Act 1996
- Public task in the public interest

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 Council's primary privacy notice:

- The Service will hold paper and electronic records on your child, reports, file notes and information provided by other Education Health and Care agencies. This will enable us to access information about our work with you, and help us to identify how we can best provide services for children and young people in Wigan. With your consent, we will share information about your child with relevant Education Health and Care agencies to ensure the best outcomes for your child.

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

- Schools
- Concerned professionals/members of the public
- Colleagues in other local authorities

**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](#).