



Children Missing Education 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 [Children Missing Education - Privacy Notice \(wigan.gov.uk\)](https://www.wigan.gov.uk/children-missing-education-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 [Wigan Borough Council Primary Privacy Notice](#).

This notice provides additional privacy information for the **Children Missing Education Service**.

2. WHAT PERSONAL INFORMATION DO WE COLLECT

The Service will hold electronic records on your child, reports, file notes and information provided by other statutory services, as mentioned below. This will enable us to access information about our work with you and help us to identify how we can best provide services you and your child and for children and young people in Wigan.

In order to carry out activities and obligations as a Local Authority we may process the following personal information:

- Name
- Title
- Address
- Telephone number
- Email address
- Date of birth
- Gender
- Marital status/civil partnerships
- Involvement with Educational bodies such as schools
- Receipt of benefits
- Involvement with UK border agency
- Involvement with police and/or probation

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

- Offences (including alleged offences), criminal proceedings, outcomes and sentences
- Special Educational Needs and Disability
- Involvement with statutory services such as Social Care, school nursing, police, probation, Startwell or the Youth Offending team

3. HOW WE USE PERSONAL INFORMATION

The main purposes for processing your personal information are:

- Administering the service we provide
- Making decisions about the support you receive from us
- Identifying if your child is not registered at a school and is not receiving an effective, suitable full-time education or where your child is at risk of missing education e.g. due to a reduced timetable
- To make timely and effective enquiries to find out where your child is, if school and the Local Authority are unable to locate them
- Education, training and development requirements of staff to ensure the best support for your child
- To use safeguarding and legal powers where necessary
- 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 personal information are legal obligation and public task in the public interest.

The Local Authority has a duty to make arrangements to establish the identities of children of compulsory school age in our area who are not registered pupils at a school and are not receiving a suitable full-time education otherwise or are at risk of missing education. The local authority has a statutory responsibility to identify and track any student missing education (as set out in 'Students Missing Out on Education', published by Ofsted in November 2013 and the Local Authority inspection framework for children in need of help and protection).

We process your personal data in order to fulfil our statutory responsibilities under the Education Act 1996, the Education Act 2002, the Children Act 1989 and the Children and Families Act 2014 and to comply with DfE Departmental Guidance for Local Authorities.

Our legal basis for processing your special personal data is "substantial public interest" as it is necessary to provide meaningful equal opportunities monitoring and reporting, to safeguard and promote the welfare of children, identify children at risk of harm and to ensure provision of appropriate and person-centred support

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 may share information about your child with relevant Education Health and Care agencies and Social Care services such as school, school nursing, social care, UK border agency, police, GP, Probation and Startwell where it is necessary to ensure the best outcomes for your child and to support their public duties, including the duty to safeguard and promote well-being and to prevent crime and disorder.

We may also collect or receive information from housing and council tax where it is necessary in order to establish where children may be living or located and with 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 Management 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 [Cookies \(wigan.gov.uk\)](#).

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](#).