



Elective Home 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 [Elective Home Education - Privacy Notice \(wigan.gov.uk\)](https://www.wigan.gov.uk/elective-home-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 the [Wigan Borough Council Primary Privacy Notice](#).

This notice provides additional privacy information for **Elective Home Education**.

2. WHAT PERSONAL INFORMATION DO WE COLLECT

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

- Name
- Title
- Address
- Telephone numbers
- Email address
- Date of birth
- Gender
- Marital status/civil partnerships

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 race or ethnicity
- Health and education information including any Special Education Needs and Disability
- Involvement with statutory

3. HOW WE USE PERSONAL INFORMATION

The main purposes for processing your personal information are:

- To identify and deal with children and young people who, for any reason and in any circumstances, are not receiving an efficient, suitable full-time education

- To make timely and effective enquiries as to what education is being provided.
- To take steps, where appropriate, to deal with children and young people who are not receiving a suitable education.
- To use safeguarding and legal powers where necessary.
- To offer guidance, advice on good practice and resources for parents who request it.
- 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.

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 special category 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 and to ensure provision of the right 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 with the following:

- Social Care , schools (for the purpose of applications and review of removal procedures) other agencies relating to safeguarding where appropriate.
- Health partners who deliver health services and programmes on our behalf

Please note that this is not an exhaustive list.

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

- Health
- Schools and educational settings
- Concerned professionals/members of the public
- Colleagues in other Local Authorities

Where a child has been deleted from a school's admissions register at non-standard transition times or they have a concern or reason to think a child is home educated.

The Service may hold 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 to help us to identify how to meet our statutory duties.

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 \(wigan.gov.uk\)](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](#).