



Engagement Centres Privacy Notice

Document Control	
Document title	Engagement Centres Privacy Notice
Purpose	
Author	Debra Wood
Date of publication	
Owner/responsibility	Debra Wood
Distribution	
Version	Date Comments
1.0	
2.0	May 2023 – updates to format

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 [Engagement Centres Privacy Notice \(wigan.gov.uk\)](https://www.wigan.gov.uk).

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 **Engagement Centres**.

Engagement centres offer targeted educational support for young people who are having difficulties in school.

2. WHAT PERSONAL INFORMATION DO WE COLLECT

In order to carry out activities and obligations as providers of services to Children, young people, adults and their families we may process personal information in relation to:

- Name
- Title
- Address
- Telephone number
- Email address
- Date of birth of child
- Gender of child
- Characteristics (such as free school meal eligibility)
- Special education needs information
- Education assessment, progress and attainment information
- Attendance, exclusions and behavioural information
- Relevant social care information

Please note that this is not an exhaustive list.

We may also collect, store and use special categories of personal information where this is disclosed by parents/carers, school staff or support agencies. 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
- Identification numbers, location data, online identifier and factors specific to a person's physical, physiological, genetic, mental, economic, cultural or social identity.

3. HOW WE USE PERSONAL INFORMATION

The main purposes for processing your personal information are:

- To administer the service we provide to you
- To make decisions about the support you receive from us
- To conduct data analytics studies to review and better understand the support needed by children and young people and to ensure the support is available.
- For equal opportunities monitoring purposes.
- To provide you with on-going organisational information about the services you get from us
- To allow us to look after your child when they are in our care (medical info etc.)
- To assess any Special Educational Needs a child or young person may have
- To assess performance and to set targets for schools' centre improvement, evaluate, monitor and review service provision
- To comply with Department for Education (DfE) and other government departments' research and statistical returns
- To inform targeting of support and services to families, children and young people who are most in need.

4. LEGAL BASIS FOR PROCESSING

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

- Public task in the public interest – when it is necessary to perform our statutory educational duties under relevant legislation and associated statutory guidance including but not limited to:
 - Safeguarding and promoting the welfare of Wigan's children including those children placed out of authority
 - Promoting the education or wellbeing of Wigan's children/young people
 - Promoting the educational achievement of Wigan's Looked After Children including those children/young people placed out of authority
 - If we need to establish, exercise or defend our legal rights, including protecting public interests or in the exercise of official authority
 - To administer the engagement centre service that provides alternative targeted support and education and to carry out statutory functions for which we are responsible, including attendance, alternative education provision, safeguarding and welfare of children.

- Consent –we also rely on the consent you have given on the engagement centre parental consent form and the agreement you have given to the school for a referral.



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 there is a legal duty on local authorities and their partners to co-operate in promoting the well-being of children and young people and adults and to make arrangements to safeguard and promote their welfare.

The Centre will hold paper and electronic records on your child, including the referral form, 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.

In this context partners who we share information with include:

- Educational establishments
- Other internal departments/services
- Organisations that provide support i.e. Residential Homes, Supported Accommodation, Personal Assistants
- GPs
- the police
- court
- health service providers
- youth justice system
- any other person or organisation exercising functions or are engaged in activities in relation to children and adults in the authority's area
- Department for Education
- Home Office and other agencies with whom we have a duty to co-operate (e.g. Ofsted, HMRC, Education Skills and Funding Agency)
- Department of Health and Social Care
- relevant agencies and parties in relation to safeguarding and child protection matters.

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