



# Engagement Centres Privacy Notice

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## Engagement Centres Privacy Notice

Wigan Council (“a data controller”) is committed to protecting the privacy and security of your personal information.

Our core obligations under the general data protection regulations (GDPR) and commitments are set out in the [Council’s primary privacy notice](#).

### **This notice provides additional privacy information for users:**

- The children the service works with
- The parents of the children who attend the Centre.

### **It describes how we collect, use and share personal information about you:**

- Before, during and after your relationship with us ends and
- The types of personal information we need to process, including information the law describes as ‘special because of its sensitivity’.

It is important that you read this notice, together with any other privacy information so that you are aware of how and why we use your personal information

### **Purpose(s):**

The main purposes for processing your personal information are:

- Administering the service we provide to you
- Making 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.

## Categories of personal data:

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

- personal information (such as name, date of birth, unique pupil number and address)
- characteristics (such as ethnicity, language and free school meal eligibility)
- special education needs information
- education assessment, progress and attainment information
- education/learning history and planned destinations
- attendance, exclusions and behavioural information
- parents/carers contact information
- youth offending information
- relevant social care information records

This is to support the provision of their education up to the age of 20 (and beyond this age for those with a special educational need or disability). Education institutions and other public bodies (including the DfE, police, probation and health services) may pass information to us in the categories described to help us to support these provisions. They should provide you with their own privacy notice.

## We also process special information as follows:

The law treats some types of personal information as 'special' because the information requires more protection due to its sensitivity. The type of special information we process consists of;

- Physical or mental health data. This consists of basic student medical information (in order to respond to medical needs or questions if a child becomes unwell when in our care)

## 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
  - ensuring fair access to educational opportunity
  - 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 consents you have given on the engagement centre parental consent form and the agreement you have given to the school for a referral.

### Who we share information with:

#### **AUTOMATED DECISION-MAKING**

All the decisions we make about you involve human intervention.

#### **COOKIES**

To find out how we use cookies please see our [cookie notice](#).

#### **DATA SHARING**

In addition to the general reasons for information sharing described in the Council's primary privacy notice:

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.

With your consent we will share information about your child with relevant Education and Health Care agencies to ensure the best outcomes for your child.

We may also share children and young person's information with:

- Council's internal departments so they can carry out their statutory roles and support our service (e.g. social care, housing, Complaints Team, Business Intelligence Team, Corporate Finance Team, Legal Services Department, Information Management Team)
- the Department for Education (DfE) who have legal powers to collect pupil, child and workforce data that schools, local authorities and awarding bodies hold
- Home Office and other agencies with whom we have a duty to co-operate (e.g. Ofsted, HMRC, Education Skills and Funding Agency)
- schools and other educational/training settings
- governing bodies of schools, including non-maintained special schools
- proprietors of academies including free schools, university technical colleges and studio schools
- management committees of pupil referral units
- independent schools and independent specialist providers
- The First-tier Tribunal (Special Educational Needs and Disability)
- NHS Commissioning Board, NHS Trusts, Local Health Boards, Clinical Commissioning Groups (CCGs)
- services (e.g. ambulance, school nurse or GP)

- commissioned social care services
- youth offending and probation services, police and courts, and youth custodial establishments
- relevant agencies and parties in relation to safeguarding and child protection matters
- your legal representative or another advocate (if you have instructed one)

### **DATA RETENTION**

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.

### **RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION**

You have the right to ask for your information and there will not be a charge for you to do so. This is known as a [subject access request](#) and we act in accordance with this policy.

- To ask for your information to be corrected if it is inaccurate or incomplete.
- To ask for your information to be deleted or removed where there is no need for us to continue processing it. (right to be forgotten)
- To ask us to restrict the use of your information.
- To ask us to copy or transfer your information from one IT system to another in a safe and secure way without impacting the quality of the information.
- To object to how your information is used.

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is in our view unreasonable or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

### **RIGHT TO WITHDRAW CONSENT AT ANY TIME**

Where processing your data relies upon your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of our processing prior to the withdrawal of your consent.

If you do not provide consent, we will not be able to carry out the service your child's educational establishment has requested from us.

If you wish to withdraw consent you should contact the Engagement Centre on the address below:

Cavendish Street Engagement Centre  
 Cavendish Street  
 Leigh  
 WN7 1SG

## **YOUR RIGHTS**

In addition to the above you have legal rights in relation to your personal information. You have a right to be informed about how and why your personal information is being processed. This notice fulfils that obligation.

Full details are contained within the [Council's Primary Privacy Notice](#) and should be read in conjunction with this document.

If you wish to raise a concern or discuss any aspect of this notice please email [subjectaccess@wigan.gov.uk](mailto:subjectaccess@wigan.gov.uk)

If you are unhappy with the way that we handle your concern you may complain to the [Information Commissioners Office \(ICO\)](#) at:

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113

The Information Commissioners Office deals with concerns and complaints relating to data protection (GDPR) and freedom of information legislation.

## **CHANGES TO THIS PRIVACY NOTICE**

We may update or revise this privacy notice from time to time and will provide supplementary privacy information as is necessary.