



Pupil Inclusion Privacy Notice

Document Control	
Document title	Pupil Inclusion Privacy Notice
Purpose	
Author	
Date of publication	25.05.2018
Owner/responsibility	Audrey Guest
Distribution	LanConsent/Other
Version	Date Comments
Version 1.0	May 2018
Version 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 [Pupil Inclusion Service - Privacy Notice \(wigan.gov.uk\)](https://www.wigan.gov.uk/pupil-inclusion-service-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 **Pupil Inclusion**.

The Pupil Inclusion Service is responsible for ensuring that all children who are permanently excluded, at risk of permanent exclusion or who have medical needs can access suitable education within statutory timescales.

2. WHAT PERSONAL INFORMATION DO WE COLLECT

In order to carry out activities and obligations as a Pupil Inclusion Service we may process the following personal information:

- Name
- Title
- Address
- Telephone number
- Email address
- Date of birth
- Gender
- Relationships
- Reasons for suspension, exclusion, and behaviour logs
- Siblings
- Looked after and previously looked after children status
- Involvements with support agencies
- Special Educational Needs information
- Education and Health Care plan status
- Previous school history
- Information submitted by parents/carers on their application for a school place
- Information provided by other education and care agencies

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:



- Race
- Ethnic origin
- Religion
- Genetics
- Health
- Sexual orientation

3. HOW WE USE PERSONAL INFORMATION

The main purposes for processing your personal information are:

- To ensure children and young people have access to appropriate educational provision which is a statutory obligation of the Local Authority
- To ascertain appropriate school place offer for children who are being allocated a place using the Fair Access Protocol

4. LEGAL BASIS FOR PROCESSING

The legal basis we rely on for processing your personal information is:

- Legal obligation under the following:
 - The Education Act 1996
 - Alternative Provision guidance 2013
 - Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement 2022
 - Ensuring a good education for children who cannot attend school because of health needs guidance 2013
 - Summary of responsibilities where a mental health issue is affecting attendance 2023

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 we may share information with the following:

- Schools, free schools, academies, independent schools
- Other local authorities where required
- Diocesan boards
- Other teams within Wigan Council

- Alternative education providers

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

- Schools, free schools, academies, independent schools
- Other local authorities where required
- Diocesan boards
- Other teams within Wigan Council
- Support agencies and healthcare professionals
- Alternative education providers



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 [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 in at [Wigan Borough Council Primary Privacy Notice](#).