

Privacy Notice

This document describes how and why we collect, store, protect, process and share the data you give to us. We collect personal data to offer advice, information and guidance to parents and schools of children previously “looked after” as outlined in the Children and Social Work Act 2017.

Date of Issue: 18 May 2018

Update History:

18 May 2018	First issue of a new Privacy Notice

Directorate: Children and Families
Service: Education
Team: Virtual School

About the Organisation

West Berkshire Council is the Data Controller. This means it is ultimately responsible for the data it holds about you.

Contact Address:

West Berkshire Council
Market Street
Newbury
Berkshire
RG14 5LD

ICO Registration Number: **Z6825178**
<https://ico.org.uk/ESDWebPages/Entry/Z6825178>

The Data Protection Officer

The Data Protection Officer for West Berkshire Council is:

James Gore AMBCS BA

Contact details can be found here: <http://info.westberks.gov.uk/dpofficer>

What data will we collect about you?

We collect data about school attendance for looked after children, and also to include in Personal Education Plans (PEPs).

Attendance Data

- Name
- Date of Birth
- School
- attendance statistics

Personal Education Plans

- Name
- date of birth
- care placement details
- school details
- academic progress data
- health information
- SDQ score
- pupil premium plus spending
- agreed targets, actions and support

What will we use your data for?

Attendance data

Through a service provider called 'Welfare Call' we will contact your looked after child's school on a daily basis to confirm whether your child is in school or not. If not, we will ask why and the reason will be recorded. Information will then be passed back to the local authority by Welfare Call. This information will be received by the Education Welfare Service who will monitor the attendance of all looked after children. If there are concerns about your child's attendance, the Education Welfare Service will pass those concerns on via email to your child's social worker and virtual school consultant.

Personal Education Plans

Through 'Welfare Call' we will collect your data through a web-based platform and store it there. This data will be used to follow the statutory requirement that all looked after children have an up to date Personal Education Plan (PEP) that will act as a means of monitoring educational progress and intervening to ensure that each looked after child achieves as much as they can.

Who will see your data?

Your data will be seen by: yourself as the child or young person; your foster carer; your parent; your designated teacher in school; your key worker in school; your social worker; your social worker's team manager and other supervisors; the virtual school consultants supporting the PEP; the head of the virtual school.

Why do we do this?

We are legally processing your data under the requirements of the Children and Social Care Act 2017. As such, there is no legal right to refuse processing as we are legitimately required to do so by UK law.

There's more on your rights below (see "Your Rights").

How long will your data will be kept?

Your data will not be kept any longer than necessary. Data comprising the PEP will be retained according to West Berkshire Council's corporate retention schedule – www.westberks.gov.uk/retention.

Welfare Call will only retain data for the period of time a child or young person is in education, up to the age of 18. If you leave care during this time, Welfare Call will retain the data for no more than 5 years (or until the date of your 18th birthday if sooner) in the event that you return into the care of the Local Authority.

How is your data stored and processed?

Your data will be held on the Council's database and Welfare Call's servers which are located in their offices in the UK. Both systems are designed for social care users and will be protected using up-to-date technical and organisational security measures.

Transfer overseas

Your data will not be stored or sent outside of the UK.

Your rights

You have a number of rights when it comes to the data we hold about you. These are detailed on our request form (www.westberks.gov.uk/dprequest) that also allows you to make a request for us to take action about something.

Complaints

If you've already told us we need to do something, but we haven't responded in a way you're satisfied with, you can complain to the Information Commissioner's Office (the ICO). It's easiest to do this online via the ICO website (<https://ico.org.uk/concerns/handling/>), but you can also do so in writing to:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

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