

Privacy Notice

This document describes how and why we collect, store, protect, process and share the data you give to us. We collect the personal data of children in care to help West Berkshire Council understand their educational needs so that they meet the requirements laid out in law to promote their education.

Date of Issue: 18 May 2018

Update History:

Version 1	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 the child or young person's:

- Name
- Date of Birth
- School
- evidence of Adoption Order / Special Guardianship Order / Child Arrangements Order
- educational and social issues relating to parents' referral

What will we use your data for?

We collect this data in order to fulfil the statutory duty of the Virtual School (West Berkshire Council's education service for children in care and children previously "looked after"). The Virtual School exists to provide information and guidance to the schools and parents of children who were previously looked after.

We use the data to confirm the identity of the child or young person, the parent or guardian and to understand the issues that have led to the referral so that we can provide appropriate support.

Who will see your data?

Your data will be seen by: the Headteacher of the Virtual School and other authorized workers in the Local Authority who might be able to assist in supporting the parent school and child, following the referral. These might include Special Educational Needs (SEN) specialists, Education Welfare, Educational Psychology and potentially any other relevant service within the Council.

The data may also be shared with the designated person at the child's school.

In the event of a safeguarding concern, or a threat to a person's wellbeing, the data may be shared with appropriate authorities such as the police, NHS, or Children and Family Services.

Your right to refuse

West Berkshire Council collects your data with a view to providing you with the service you have requested, so is considered to be processing in order to take steps prior to entering into a contract.

The Council also provides the means to make a referral to the Virtual School in the public interest in its role as a Public Authority (and Local Education Authority).

Should you decide you don't want us to work with you or share your information with third parties, this will affect our ability to help you access services you might need.

How long will your data will be kept?

Your data will not be kept any longer than necessary. You can check how long the organisation will keep each type of data against West Berkshire Council's retention schedule (www.westberks.gov.uk/retention).

How is your data stored and processed?

Your data will be held on the Council's database which is located in our offices in the UK. The system is designed for social care users and will be protected using up-to-date technical and organizational 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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