

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 help us to identify and support children with Special Educational Needs (SEN).

This data is then shared with the Department for Education as part of the Alternative Provision Census.

Date of Issue: 10 May 2018

Update History:

10 May 2018	First issue of a new Privacy Notice

Directorate: Communities
Service: Education
Team: Special Education Needs (SEN)

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?

When working with you to identify and support children with Special Educational Needs, West Berkshire Council will collect the following information about you and your child:

- Name and Surname
- Home address
- Age of child or young person
- Gender of child or young person
- Ethnicity of child or young person

From schools and other alternative provision providers, the Council will collect:

- Unique pupil Number (UPN)
- Unique learner number (ULN)
- Free school meal eligibility start and end date
- Pupil premium funding
- Service children in education indicator
- Post looked after arrangements
- Early years pupil premium
- SEN provision
- Pupil SEN type inputted by the school or by our team following assessment

Where a child is given an SEN placement, the Council records:

- Type of setting
- Primary reason for placement
- Date of entry into Alternative Provision
- Date of leaving Alternative Provision
- Association – other non-education services supporting the pupil
- Attendance pattern – full or part time
- Sessions per week
- Previous school attended

What will we use your data for?

Your data is essential for maintaining the education and social care services that are provided. The council has a statutory duty to monitor placements and in many cases also financial responsibility.

The data we collect from the sources listed above are provided to the Department for Education (DfE) as part of a yearly “Alternative Provision Census”.

Who will see your data?

Your data will be seen by members of West Berkshire Council’s Special Educational Needs Team.

We may also make some information available to other professionals directly involved with the services we provide you, such as, health partners, school employees and social care

colleagues. Data will also be shared with members of the SEN panel to enable them to advise and assist in decision making.

Data will be provided to the Department for Education as part of the Alternative Provision Census using COLLECT, a centralised data collection and management system run by the government. You can find out more about the Alternative Provision Census and how the Department for Education collects and shares data here:

<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

Why are we doing this?

We are legally processing your data under the requirements of the Education (Information about Children in Alternative Provision) (England) Regulations 2007 by submitting the Alternative Provision census, which includes a named set of pupil records. The Council is required to do this by 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. 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 designed for education information, called CapitaONE. Your data is 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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