

PRIVACY NOTICE

Suffolk County Council uses information about children for whom it provides services to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the child may have. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual children cannot be identified from them. The LA is also required to maintain the accuracy of the information held on ContactPoint about children and young people in their area.

www.suffolk.gov.uk/contactpoint

Suffolk's Primary Care Trusts (PCT) use information about pupils for research and statistical purposes, to monitor the performance of local health services and to evaluate and develop them. The statistics are used in such a way that individual pupils cannot be identified from them. Information on the height and weight of individual pupils may however be provided to the child and its parents and this will require the PCTs to maintain details of pupils' names for this purpose for a period designated by the Department of Health following the weighing and measuring process. PCTs may also provide individual schools and Suffolk County Council with aggregate information on pupils' height and weight.

<http://www.nhs.uk/England/AuthoritiesTrusts/Pct/Default.aspx>

The Connexions Services For pupils of 13 years and over, the school is legally required to pass on certain information to Connexions services providers on request. Connexions is the government's support service for all young people aged 13 to 19 in England. This information includes the name and address of the pupil and parent, and any further information relevant to the Connexions services' role.

www.youthandconnexions.suffolk.gov.uk

PRIVACY NOTICE – GUIDANCE NOTES

The Information Commissioner has recommended that the term “Fair Processing Notice” be referred to as a ‘Privacy Notice’ (PN). We are therefore adopting this approach in our data collections from 2010 and have reviewed the whole process of issuing Privacy Notices.

In the past, the suggested text has included the use of ‘school’ information made by the Local Authority (LA) or the Department for Children, Schools and Families (DCSF). However, the new process will mean a much simpler PN, where details of any organisations the LA and DCSF share data with, is contained on the LA and DCSF websites with links from the PN. This means that PNs do not need reissuing on an annual basis. The aim is to keep PNs that are issued to children and staff general and constant. Any changes to the organisations which whom school or LA data is shared can be updated on the LA and DCSF websites.

To ensure this new approach to PNs works effectively, the LA and/or DCSF will need to:

- Make hard copies of their website information available to those without web access.
- The LA will need to include details of their Primary Care Trusts, Connexion Services and local ContactPoint services for example.
- The DCSF will include details of organisations it shares data with, such as MIAP, Ofsted, the examination boards, the Training and Development Agency, the General Teaching Council for England, and the central Contact Point information.

The new approach is that a single, short and easily understandable PN is provided by the school or LA together with other communications that they issue. For example:

- A pupil might receive the PN as part of a school brochure or induction pack, in a school diary or it could be posted on the school notice board.
- For staff, the PN might be included as part of a contract, induction pack, or posted on the staff notice board, etc.
- A child receiving Social Care Services or a child looked-after might receive their PN as part of other information about the services that they are being offered.

It is anticipated that staff and young people over the age of 12, with the maturity to make their own decisions, should generally be able to request to see their personal information themselves under the Subject Access Provisions (section 7) of the Data Protection Act 1998. Prior to that age their parents will act on their behalf. In any event it will be for the school, as data controller, to assess whether the child is capable of understanding the personal information in question, and so decide whether the parent needs to make the request on the child’s behalf.

As always, these are only suggested texts and we would recommend that your own legal advisors should review them so that they can be amended to suit local needs.