



## **LOCAL AUTHORITY PRIVACY NOTICE**

**Effective from 1<sup>st</sup> September 2016**

Wigan Council uses information about children for whom it provides services, to enable it to carry out specific functions for which it is responsible. Examples of these functions include:

- Duty to comply with specific statutory obligations:
  - Collection of statutory assessments and regulated pupil data
  - Information on pupil attendance
- Assessment of any special educational needs a child may have
- Use of information and statistics to inform decision making
- Calculation of funding for schools
- Assessing the performance of schools
- Tracking and assessment of vulnerable pupils, including the assessment of Children in Need (CIN) and safeguarding

### **School Workforce**

The Local Authority uses information about its school workforce for research and statistical purposes, and to evaluate and develop education policy and strategies. If published, the statistics are used in such a way that individual staff cannot be identified from them. The Local Authority may also use the data to support and monitor schools regarding sickness and recruitment of staff.

### **Sharing of personal information with external organisations**

From time to time the Local Authority shares personal sensitive data with outside organisations. Wherever this is the case, a data sharing agreement and/or processing agreement is agreed and recorded. Exceptions to this will likely occur where existing legislation allows organisations to share personal sensitive data.

Wigan Council shares information with local health organisations that 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.

Personal sensitive information may also be shared where legislation permits or requires us to do so. For example, each year the Local Authority is required under statutory duties to conduct a survey of the height and weight for children within our schools. Wigan Council commissions an external organisation to conduct this survey and therefore requires that we share pupil data. Appropriate restrictions are then placed on the external organisation to ensure the data is used only in accordance with our wishes.

### **Important information regarding the sharing and processing of pupil data by Wigan Council**

The Local Authority presently shares pupil data with a selected range of organisations in both a sharing and processing capacity. These organisations include amongst others, Lancashire County Council, GL Assessments and Bridgewater Community Healthcare NHS Trust.

Schools themselves are likely to share pupil data across a wide range of organisations for the purposes of ensuring the effective operation of their establishments. Please refer to each schools respective privacy notice (available via each school website) for further information.

- For further information on how school data is used, please contact Daniel Winter (Education Business Intelligence Manager) on **01942 486197**

As part of our continuous effort to improve educational outcomes for young people across the borough, pupil-level data is now shared across our Children's Centre establishments. This means that data belonging to children on the 'school roll' of a particular school is shared with the respective Children's Centre host establishment. During 2016-17, the Children's Centre delivery model will transition to the Start Well delivery model and the principals around data sharing will remain the same.

- For further information on this practice, please contact Dawn Leigh (Team Leader, Early Years Contracts) on **01942 828903**

**Youth Support Services** - For pupils aged 13 years and over, the school is legally required to pass on certain information to the provider of Youth Support services in their area. This is the Local Authority support service for young people aged 13 to 19 in

England. The school must provide the name and address of the pupil and their parents and any further information relevant to the support services' role. In addition, the date of birth of the pupil is supplied.

Wigan Council Youth Support Services pass on some of the information they collect to the Department for Education (DfE) to enable them to assess the local authorities' performance and determine the destinations of young people after they have left compulsory education. If you require more information about how the DfE store and use your information then please go to the following website:

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

Until pupils are aged 16 or older, their parent(s) can ask that no information beyond their children's name, address and date of birth (and their own name and address) be passed to the youth support services provider. This right transfers to the pupil on their 16th birthday. Pupils and/or parents will need to inform the school if this is what they wish.

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This Privacy Notice has been prepared and published by the Education Business Intelligence Unit

**Contact details:**

Education Business Intelligence Unit  
Wigan Council  
Waterside House  
Waterside Drive  
Wigan  
WN3 5AZ

Tel: 01942 486197

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**History**

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