



Looked After Children and Children In Need Privacy Notice

Privacy Notice (How we use children in need and children looked after information) further information

The Forge Trust collects and holds data on looked after children that enables the school to provide education services that meets their needs. The information supports the tracking of student attainment and progress, attendance, and behaviour. Pastoral, curriculum, examination, and timetabling decisions are based on the data we collect and ensure the appropriate support is given to specific groups of students.

The categories of personal information that we process include:

- personal information (such as name, date of birth and address)
- characteristics (such as gender, ethnicity, and disability)
- episodes of being a child in need (such as referral information, assessment information, Section 47 information, Initial Child Protection information and Child Protection Plan information)
- episodes of being looked after (such as important dates, information on placements)
- outcomes for looked after children (such as whether health and dental assessments are up to date, strengths and difficulties questionnaire scores and offending)
- adoptions (such as dates of key court orders and decisions)
- care leavers (such as their activity and what type of accommodation they have)

Why we collect and use this information

We use this personal data to:

- a) support these children and monitor their progress
- b) provide them with pastoral care
- c) assess the quality of our services
- d) evaluate and improve our policies on children's social care

Under the United Kingdom General Data Protection Regulation (UK-GDPR), the legal basis / bases we rely on for processing personal information for general purposes is that we collect and use student information under GDPR, Article 6(1), where it is necessary for compliance with a legal obligation on the academies to educate the data subject OR that the data subject has given consent to the processing of her or her personal data for one or more specific purposes. Under Article 9(2) of the UK-GDPR, student's personal data will only be processed for the purposes of carrying out our obligations as an educational establishment.

Collecting this information

Children in need and children looked after information is essential for the local authority's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with UK- GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

Storing personal data

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please follow this link

Who we share this information with

We routinely share this information with:

- the Department for Education (DfE)
- the Local Authority

Why we share this information

We do not share information about our children in need or children looked after with anyone without consent unless the law and our policies allow us to do so.

The Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our children in need and children looked after with the Department for Education (DfE). We share children in need and children looked after data with the Department on a statutory basis, under Section 83 of 1989 Children's Act, Section 7 of the Young People's Act 2008 and also under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current government security policy framework.

For more information, please see 'How Government uses your data' section.

Requesting access to your personal data

Under data protection legislation, parents, carers and children have the right to request access to information about them that we hold. To make a request for your personal information contact Mrs B Dale, via office@sirdonaldbailey.co.uk

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and

- a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact:

If you would like to discuss anything in this privacy notice, please contact: Mrs B Dale, Trust Lead Data Protection Officer on 01636 680142