



Northumberland County Council

This is Your Personal Data

School Admissions and Inclusion Team

How we handle your information

Information for the public

Everyone working for the School Admissions and Inclusion Team has a legal duty to keep and process information about you/your child in accordance with the law. This document explains why we ask for your personal information, how that information will be used and how you can access your records.

Why is information recorded about me?

We use information about children and young people to enable us to carry out statutory functions related to School Admissions and Inclusion under the School Standards and Framework Act 1998 and related codes of practice issued by the Department of Education.

We keep records about children/young people and their families. These may be written down (manual records), or kept on a computer database (electronic records).

These records may include:

- basic details about you/your child, for example, name, address, date of birth,
- unique identifiers (such as your unique pupil number),
- contact we have had with you/your child, for example, meeting/telephone notes & letters of correspondence,
- notes and reports about you/your child's educational circumstances,
- details and records about the service you/your child have received,
- relevant information from other professionals that we have been in contact with (internally and externally) in relation to the you/your child's educational provision, for example:
 - Schools/Academies
 - Alternative education providers
 - Social Care
 - Special Education Needs Department
 - Education Welfare
 - Youth Offending Team (YOT)
 - Education Support for Looked After Children (ESLAC)
 - Education Other Than At School team (EOTAS)
 - Other Local Authorities
 - Children and Young People's Service Northumberland (CYPS) /medical professionals

Please note this list is not exhaustive but gives an example of the agencies we may share data/information with but information will only be shared with third parties if they have a genuine and lawful need for it.



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What is the information used for?

Your records are used to help ensure that we fulfil our statutory duties, for example:

- The allocation of schools places in line with the School Admissions Code
- The coordination of School Admission Appeals
- The appropriate placement of children/young people within the Fair Access Protocol
- The entitlement of full time education for permanently excluded pupil

It is important that your/your child's records are accurate and up-to-date as they will help make sure that our staff are able to provide you/ your child with the help, advice or support you/they need.

If you do not provide us with this information then we will not be able to place you/your child in the most appropriate provision.

How long for?

We retain you/your child's records in line with the Education and Skills retention and disposal schedules available on the Council's website.

Occasions when your information needs to be disclosed (shared) include:

- to carry out statutory functions,
- where there are safeguarding concerns,
- where the health and safety of others is at risk,
- when the law requires us to pass on information under special circumstances.

Anyone who receives information from us has a legal duty to keep it confidential

We are required by law to report certain information to appropriate authorities – for example:

- where we encounter infectious diseases which may be a public health concern
- where a formal court order has been issued.
- where have a statutory function
- where there are safeguarding concerns

Partner organisations

We work with all relevant partner agencies to ensure you/your child is placed in the most appropriate educational setting (see above for examples)

Can I see my records?

The General Data Protection Regulation allows you to find out what information is held about you, on paper and computer records. This is known as 'right of subject access' and applies to your School Admissions and Inclusion records along with all other personal records.

If you wish to see a copy of your records you should submit a Subject Access Request which is available on our website or by contacting the Information Governance Office directly. You are entitled to receive a copy of your records free of charge, within a month.



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In certain circumstances access to your records may be limited, for example, if the records you have asked for contain information relating to another person.

Do I have Other Rights?

Data Protection laws gives you the right:

1. To be informed why, where and how we use your information.
2. To ask for access to your information
3. To ask for information to be corrected if inaccurate or incomplete.
4. To ask for your information to be deleted or removed where there is no need for us to continue processing it.
5. To ask us to restrict the use of your information.
6. To ask us to copy or transfer your information from one IT system to another in a safe and secure way, without impacting the quality of the information.
7. To object to how your information is used.
8. To challenge any decisions made without human intervention (automated decision making).
9. To lodge a complaint with the Information Commissioner's Office whose contact details are below.
10. If our processing is based upon your consent, to withdraw your consent.

Further information

If you would like to know more about how we use your information, or if for any reason you do not wish to have your information used in any of the ways described in this leaflet, please tell us. Please contact the School Admissions and Inclusion Team by telephone on 01670 624889 or via email schooladmissions@northumberland.gov.uk

Data Protection Officer: informationgovernance@northumberland.gov.uk

You also have the right to complain to the Information Commissioner's Office if you are unhappy with the way we process your data. Details can be found on the ICO website, or you may write to the ICO at the following address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Email: casework@ico.org.uk