

**PRIVACY NOTICE – what the Local Authority (LA), Thurrock Council, does with pupils' and children's data**

The **Local Authority (LA), Thurrock Council**, uses information about children for whom it provides services, to enable it to carry out specific functions for which it is responsible, such as school admissions and the assessment of any special educational needs the child may have.

Thurrock Council is the Data Controller for the purposes of the Data Protection Act.

Thurrock Council uses information about pupils for research and statistical purposes, to inform, evaluate and develop education policy and strategies. 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.

Access to information is conducted on a strictly need to know basis. Information is held securely and confidentially. Where information is shared this will be done in an appropriate secure manner.

Information is retained in line with Thurrock Council's Document Retention Policy before being securely disposed of / deleted from electronic systems.

**Pupil information may be matched with other data sources** that the Directorate holds in order to model and monitor pupils' educational progression; and to provide comprehensive information back to learning institutions to support their day to day business.

**Pupils, as data subjects, have certain rights under the Data Protection Act**, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young (under 12) to do so themselves. To make a general enquiry or request to see personal data held about you / your child by the LA please contact the Council via our customer contact centre on 01375 652652 who will direct your call to the appropriate team.

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For other enquiries please refer to the relevant contact details below.

Thurrock Council,  
Children Education and Families  
Directorate  
(for enquiries about Data Collections)  
Information Manager  
(for general Data Protection enquiries)

Thurrock Council

Civic Offices

New Road

Grays

Essex

RM17 6SL

Public Communications Unit

**Department for Education**

Sanctuary Buildings

Great Smith Street

London

SW1P 3BT

Telephone:  
01375 652947 / 652553

Telephone: 01375 652500

Email: [information.matters@thurrock.gov.uk](mailto:information.matters@thurrock.gov.uk)

website: [www.education.gov.uk](http://www.education.gov.uk)

e-mail: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288.

**Who does Thurrock Council pass children's data to ?**

Thurrock council may also disclose information about you in order to check the accuracy of the information, prevent or detect crime, for the purposes of child protection, or to protect public funds in other ways, as permitted by law. These public bodies include other local authorities and government departments. Thurrock Council will not disclose information about you unless the law permits.

Thurrock Council also periodically passes pupil data to the third party organisations, as the law allows, to agencies that work on our behalf to deliver services and agencies with whom we have a duty to co-operate. A brief description of the purposes the information is used for is set out below:

**Admissions** – The Local Authority may share data with other authorities, schools and Academies in order to process applications for admission to schools and Academies.

**Early Years** The Local Authority collects and shares data with early years settings to meet funding requirements and to ensure there are sufficient early years places in Thurrock.

**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

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parents and any further information relevant to the support services' role. In addition, the date of birth of the pupil is supplied.

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.

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/schools/adminandfinance/schooladmin/ims/datamanagement/a0077959/what-the-department-does-with-pupils-and-childrens-data>

Online information, advice and support on a range of issues affecting young people can be found on the Directgov Young People page at [www.direct.gov.uk/en/YoungPeople/index.htm](http://www.direct.gov.uk/en/YoungPeople/index.htm) with access to trained helpline advisers, via SMS text message, telephone, webchat and email. Further information on local youth services is available on the Thurrock Council website at : <http://www.thurrock.gov.uk/youth/>

**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 LAs with aggregate information on pupils' height and weight.

The Local Authority periodically passes data relating to individual pupils attending schools in the Thurrock area to South West Essex NHS PCT to support the provision of health services to local children and young people, such as vaccinations and the statutory monitoring of height and weight outlined above. This reduces the administrative burden on both schools and the health service. Secure methods are used to transfer data.

**Academies and Free schools**

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The Local Authority and schools with Academy or Free school status will periodically exchange information to support the learning and welfare of children.

This data sharing is conducted under the legal framework contained in the Academies Act 2010, Children Act 1989, the Education Act 1996, the Learning and Skills Act 2000 (S 117) and current data protection legislation. It also reflects the requirements of the *Protocol on Data Sharing and rationalisation in the Schools Sector* (DfES, rev. 2005).

### **Children's data may also be shared with other agencies as follows:**

- For statistical or research purposes. In all these cases the matching will require that individualised data is used in the processing operation, but that data will not be processed in such a way that it supports measures or decisions relating to particular individuals or identifies individuals in any results.
- Where agencies carry out functions on behalf of the authority.
- Information may be shared with other agencies where we have a duty to work together in the best interests of the child or young person. The council may also share information with external statutory bodies for the purposes of child protection or criminal investigations. Such information sharing is in line with the law and information sharing guidance issued by the DfE. Further information can be found on the DfE website at:

<http://www.education.gov.uk/childrenandyoungpeople/strategy/integratedworking/a0072915/information-sharing>

Data sharing is conducted in line with the Council's Overarching Protocol for the Secure and Confidential Sharing of Person Identifiable Information between organisations.

Access to information is on a strictly need to know basis.

Information is held securely and confidentially. Where information is shared this will be done in an appropriate secure manner.

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