

## Privacy Notice for Harrow Education Services

Our core data protection obligations and commitments are set out in the Council's primary Privacy Notice [Here](#)

**This privacy notice tells you who we are and how you can contact us, our lawful basis and the purposes for processing your, your child's or a young person's personal information, our retention periods for that personal information, how it will be used, who it will be shared with, and your rights in respect of the processing.**

Under the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act 2018, Harrow Council has the duty to protect the personal information that we collect, record, store and use about you. This is the data about children, young people, and their parents to whom we provide services.

Whilst you must provide most of the children's information to us by law, some of it is provided to us on a voluntary basis. We will inform you whether you are required to provide certain information to us or if you have a choice in this. If you have a choice, we will ask you for your consent before we collect and use that information.

The Education Services that collect and use your data are:

- **School Organisation, Admissions and Attendance Service;**
- **Children's Sensory Team;**
- **Early Years Service and Families Information Service;**
- **Education Team – Capita One system;**
- **Education Psychology Service;**
- **Portage Home Visiting Service;**
- **Advisory Teachers for Autistic Spectrum;**
- **School Standards and Effectiveness Team;**
- **Harrow's Virtual School for Children Looked After;**
- **Special Educational Needs and Review Service (SENARs).**

This privacy notice applies to all personal information collected by or on behalf of Harrow Council's Education Services.

## The information we collect:

Education Services records and processes the following data:

- Personal and family identifiers and contacts (such as name, unique pupil number, contact details, address, photograph)
- Characteristics (such as ethnicity, language, nationality, country of birth, free school meal status, pupil premium eligibility, religion, special educational need)
- Details of school registration and attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Local Authority Governors contact details
- Safeguarding information (court orders and professional involvement)
- Special educational needs (including the provision and needs) – information, advice and reports from Education, Health Care (EHC) services contributing to the statutory assessment process and the reviewing and monitoring of the EHC plan.
- Personal views of and information about the child or young person, from parents and children, including from health and social care professionals;
- Professional views and information about the child or young person including from health and social care professionals, and educational settings;
- Information advice and reports from EHC services contributing to meeting the individual needs of the CYP with sensory impairment as well as contributing to the statutory assessment process and the reviewing of the EHC plan;
- Medical information, for example, regarding the child/young person's (CYP) hearing impairment and/or vision impairment, or as part of the 2 year check;
- Other medical information – if relevant to CYP and our work;
- Assessment, attainment and progress data (such as 2 year old progress check, Early Years Foundation Stage (EYFS), Key Stage 1 and phonics results, Key Stage 2 and Key Stage 4 results, post 16 courses enrolled for and any relevant results)
- Behavioural information (such as exclusions and any relevant alternative provision placements put in place)
- Newly Qualified Teachers (NQT) registration and monitoring information
- Information which would support the completion of a child's Personal Education Plan – including current attainment, learning targets, social and emotional needs and a summary of the care plan
- Child employment – the local authority issues permits to an employer for a school aged child if the conditions are fulfilled, parental/carer consent is required. Children in entertainment – a child performance license must be obtained by the local authority if a child of compulsory school age is performing in either theatre, films, modelling, sport or licensed premises. Chaperones – children in entertainment and performances must be in the care of a chaperone. Anyone aged 18 or over living in the local authority area can apply to be registered as a chaperone with the local authority. To ensure the welfare and safety of children working and children in entertainment the information provided will be shared with other local authorities, schools, other public bodies and relevant businesses.

This information is only used for the intended purpose but if we intend to use it for any other purpose; we will normally ask you first. In some cases, the Council may use your information for another purpose if it has a legal duty to do so, to provide a complete service to you, to prevent and detect fraud, or if there is a risk of serious harm or threat to life.

## How and why we collect your information

We collect personal information in a number of ways; via application forms for a service, such as a school place, by letter, email, fax, telephone, online forms etc. The information we collect is stored either as a hard copy or more likely on our secure electronic systems. Parents/carers/young people are always notified of information collected. All emails are encrypted and systems password protected.

We collect and use this information:

- in the exercise of official authority, including public functions and powers that are set out in law, and to perform tasks in the public interest set out in law, including the Education Acts, the Children Act 2004 and related regulations and statutory guidance, including the Early Years Foundation Stage Statutory Framework;
- to comply with our statutory obligations;
- for reasons of substantial public interest;
- to protect your or another's vital interests
- to fulfil contractual obligations to you; and
- with your consent

We will confirm the legal basis for our processing when we collect the information from you or at the earliest opportunity where we receive it from someone else

## The Lawful basis on which we use children's information

We collect and process information about children to whom we provide services including children in our care, for the performance of tasks carried out in the public interest or in the exercise of official authority vested in us, and exceptionally to protect the vital interests of the child or of another person.

## Legal Obligation and Public Task

We have a legal obligation to comply with laws affecting the welfare and safeguarding of children and young people. This means that data may need to be shared with partner agencies to enable us to comply with our legal obligations and to perform tasks in line with our official functions. Under the GDPR we do not need consent to comply with our legal obligations or to perform our public tasks.

## How we use your information

On the whole, we use personal data to support children and their families, and to assess the quality of our services and evaluate and improve our policies for children and young people's services, and to meet the statutory duties placed on us. In some instances the data and statistics are used in such a way that individuals cannot be identified. Our data collection will not affect you personally. The data is made anonymous so no one will be able to identify you. The sharing of data will not affect any benefits, services or support that you may be entitled to.

More specifically Education Services uses the data collected in the following ways:

**School Organisation, Admissions and Attendance** – Providing children and young people, of statutory school age, with a school place by administering the admissions process; Preventing or detecting fraud or crime; To ensure the safety of any child; To exercise statutory functions; The Admission's Service also use pupil level data (stored in the Capita One system and the Mosaic system) to fulfil our statutory duty regarding: Children Missing from Education; Court Attendance Officer duties; MASH; and to monitor Elective Home Education children. Data is shared with software suppliers re provision of a waiting list service to parents.

**Children's Sensory Team** – Working with children and young people with sensory impairment; To enable CST staff to identify and assess the individual needs of CYP with sensory impairment in order to provide timely and appropriate advice, support, training, information and strategies; To contribute to the statutory process for an EHC needs assessment and plans; To contribute to the monitoring and reviewing of individual needs; To provide some specialist sensory equipment to increase access to information for CYP with sensory impairment; To gather information for CST service improvements; To contribute to national data including Freedom of Information requests (CYP information is non identifiable unless additional consent from parents and/or child is obtained).

**Early Years and Families Information Service** – To support children's learning and behaviour; Monitor and report on children's progress; Meet our duties to promote high standards of educational achievements; Provide appropriate care; Monitor the impact of funded 2 year olds and 3 and 4 year olds; assess the quality of our services.

**Special Educational Needs and Review Service** – To carry out the statutory process for an Education, Health and Care (EHC) needs assessment; Monitor and review EHC plans; Authorise transport requests for children and young people with special education needs.

**Education Psychology Service, Portage Home Visiting Service, Advisory Teachers for Autistic Spectrum** – To identify and assess the individual needs of children and young people with a range of additional needs in order to provide timely and appropriate advice, support, training, information and strategies; To contribute to the statutory process for an Education Health Needs' assessment; To monitor and review children and young people with special educational needs.

**School Standards and Effectiveness Team** – We act as Appropriate Body for NQTs within schools, providing the statutory registration and monitoring of NQT induction. All information is collected and stored using NQT Manager (NQT Management Software)

**Harrow Virtual School** – We are corporate parents and are legally charged with collecting and sharing information, with identified services, pertaining to the educational welfare of children, young people and looked after children and previously looked after children.

## Who the information is shared with

Any data sharing by Harrow is strictly controlled and in compliance with data protection legislation. This data sharing helps to develop national policies, manage local authority performance, administer and allocate funding and to identify and encourage good practice.

**School Organisation, Admissions and Attendance Service** – Schools; other local authorities; any organisation with powers to investigate allegations of fraud, crime or child protection and safeguarding issues; other Harrow Council departments; central government,

such as the Department for Education; other public bodies as appropriate where permitted or required by law.

**Children's Sensory Team** - Education, health and care services that are involved with the child or young person and contribute to the statutory assessment process and the monitoring of the EHC plan.

**Special Educational Needs and Review Service** – Education, health and care services that are involved with the child or young person and contribute to the statutory assessment process and the monitoring of the EHC plan.

**Education Psychology Service, Portage Home Visiting Service and Advisory Teachers for Autistic Spectrum** – Professional colleagues who are involved with the child or young person; parents, carers and others who have parental responsibility.

**School Standards and Effectiveness Team** – NQT registration and monitoring information is shared with the Teacher Regulation Agency.

**Harrow Virtual School** – We will send key documents to the child's social worker, and other individuals as cited on the child's care plan.

**Early Years and Families Information Service** – We only share information about children, without consent, where the law and our policies allow or oblige us to do so. We routinely share with: early years placement settings or schools that the child attends when they leave a setting; other departments within the council; the Department for Education (DfE); the NHS.

**Education Team** – pupil level data held within the council is shared 1. From the Capita One system with the School's Nursing Service to provide public health to school aged children in order to improve healthy outcomes for children and young people; 2. From the DfE dataset with the NCER; 3. From the DfE's termly School Census with the youth support services (Connexions Service) through the early intervention grant ('EiG').

A majority of the Education service areas use systems to store and use data that is collected - Tribal Services is used by Early Years, Capita One is used by Admissions, Children's Sensory Team, Education Psychology and SENARs, and Mosaic is used by Admissions. The services that use these systems have contracts in place to process children's information on their behalf. This contract ensures that the information is only processed by them for the purposes for which it is collected and that appropriate technical and organisational security measures are in place to ensure the confidentiality and integrity of the information. This contract also covers the use of data to resolve software and data issues within the system.

Education Services are required to collect and share information about our school's pupils with the Department for Education (DfE) for the purpose of data collections, under:

- [Section 537A of the Education Act 1996](#)
- [the Education Act 1996 s29\(3\)](#)
- [the Education \(School Performance Information\)\(England\) Regulations 2007](#)
- [regulations 5 and 8 School Information \(England\) Regulations 2008](#)
- [the Education \(Pupil Registration\) \(England\) \(Amendment\) 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.

To find out more about the information collection requirements placed on us by the DfE (for



example via the early year's census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The DfE has robust processes in place to ensure that the confidentiality and integrity of our information is maintained and there are stringent controls in place at the DfE regarding access and use of the information. Decisions on whether the DfE releases information to third parties are subject to a strict approval process and based on a detailed assessment of:

- Who is requesting the information
- The purpose for which it is required
- The level and sensitivity of information requested; and
- The arrangements in place to store and handle the information

For more information about the DfE's information sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the DfE has provided information about children to, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact the DfE: <https://www.gov.uk/contact-dfe>

## Details for Transfers

Harrow Virtual School data is held in Canada and it meets appropriate data security measures.

## How long do we keep your information?

Essentially, we will only hold your personal information on our systems for the period necessary to fulfil the purposes outlined in this privacy notice.

**School Organisation, Admissions and Attendance** - Appeals papers are held by the Admissions Service for 2 years.

**Special Educational Needs and Psychology Service** - 35 years from file closure – file closure will be when the child or young person leaves the education system; or 75 years from date of birth, if the child or young person falls into the SEN and Looked After category.

**School Standards and Effectiveness Team** - NQT registration and monitoring – appropriate bodies are required to maintain NQT induction records for 6 years, after which time they will be automatically deleted, using an auto delete function within the NQT manager system.

**Harrow Virtual School** - Children looked after - 75<sup>th</sup> anniversary of the child's birth or if the child dies before age 18, for 15 years from the date of death. (Care Planning, Placement and Case Review [England] Regulations 2010, s. 50); Adoption - 100 years from the date of the adoption order. (Disclosure of Adoption Information [Post-Commencement Adoptions] Regulations 2005, Regulation 6)

**Education Team** - Initially, the data held by this team (primarily in the Capita One system) is used both for operational purposes (for example, to allocate funding or to enable effective operations in schools) and analytical purposes, and in the long term for public interest archiving, scientific or historical research, or statistical purposes.

## Your rights and access to your information

You have the right to request a copy of the information that we hold about you.

The new General Data Protection Regulation also gives you additional rights about the information we hold about you and how we use it, including in some cases the right to:

- Withdraw consent and the right to object and restrict further processing of your data; however, this may affect service delivery to you.
- Request to have your data deleted where there is no compelling reason for its continued processing and provided that there are no legitimate grounds for retaining it.
- Request your data to be rectified if it is inaccurate or incomplete
- Have your data transferred or copied should you move to another authority
- Not be subject to automated decision-making including profiling

To submit a Subject Access Request visit our [request](#) page.

### If you have any concerns

Please contact us if you would like to know more about the information we hold about you and how we use it:

**School Organisation, Admissions and Attendance** – Harrow Schools Admission Service, email - [schooladmissions@harrow.gov.uk](mailto:schooladmissions@harrow.gov.uk), website - [www.harrow.gov.uk/schooladmissions](http://www.harrow.gov.uk/schooladmissions), Telephone no - 020 8901 2620

**Children's Sensory Team (CST)** – Harrow Council, Alexandra Avenue Health and Social Care Centre, 275 Alexandra Avenue, South Harrow, HA2 9DX. Tel 020 8966 6570.

**Special Educational Needs and Review Service** – SEN Assessment and Review Service, Harrow Council, Alexandra Avenue Health and Social Care Centre, 275 Alexandra Avenue, South Harrow, HA2 9DX. Telephone no – 020 8966 6483.

**Education Psychology Service, Portage Home Visiting Service, Advisory Teachers for Autistic Spectrum** – Alexandra Avenue Health and Care Centre, 275 Alexandra Avenue, Harrow, HA2 9DX.

**School Standards and Effectiveness Team** – [hsipadmin@harrow.gov.uk](mailto:hsipadmin@harrow.gov.uk)

**Harrow Virtual School**, Telephone: 020 8736 6645, Email - [virtualschool@harrow.gov.uk](mailto:virtualschool@harrow.gov.uk)

**Early Years Team and Families Information Service** - Joan Ugwu -Families Information Service Manager [joan.ugwu@harrow.gov.uk](mailto:joan.ugwu@harrow.gov.uk); Brian Netto Lead Officer for Early Years [brian.netto@harrow.gov.uk](mailto:brian.netto@harrow.gov.uk)

You have a right to complain to us if you think we have not complied with our obligation for handling your personal information; please visit our [Compliments and Complaints](#) page.

If you are not satisfied with the Council's response you have a right to complain to the Information Commissioner's Office (ICO). You can [report a concern by visiting the ICO website](#).

### **Changes in your circumstances**

You must notify us immediately if there are any changes in your circumstances and personal details so we can maintain an accurate and up to date record of your information.

If you would like to discuss anything in this privacy notice, please contact:

Data Protection Officer Harrow Council [DPO@harrow.gov.uk](mailto:DPO@harrow.gov.uk)