

Privacy Notices Guidance

Who holds the information and how it is used

The **Local Authority (LA)** uses information about children for whom it provides services, to enable it to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the child may have. 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. The statistics are used in such a way that individual children cannot be identified from them. The LA is also required to maintain the accuracy of the information held on ContactPoint about children and young people in their area.

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

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.

Connexions Services For pupils of 13 years and over, the school is legally required to pass on certain information to Connexions services providers on request. Connexions is the government's information and advice service for all young people aged 13 to 19 in England. This information includes the name and address of the pupil and parent, and any further information relevant to the Connexions services' role.

However parents, or the pupils themselves if aged 16 or over, can ask that no information beyond name and address (for pupil and parent) be passed on to Connexions. If as a parent, or as a pupil aged 16 or over, you wish to opt-out and do not want Connexions to receive from the school information beyond name, address and date of birth then please contact the school.

Contact Details

Local Authority (LA)

Data Protection Officer
Governance and Democratic Services
Wokingham Borough Council
PO Box 151, Shute End
Wokingham, RG40 1WH
www.wokingham.gov.uk
robert.mendonca@wokingham.gov.uk

Department for Children, Schools and Families (DCSF)

Data Protection Officer
DCSF
Sanctuary Buildings
Great Smith Street
London, SW1Y 3BT
www.dcsf.gov.uk

Connexions

<http://www.connexions-direct.com/>

The Department of Health (DH)

Data Protection Officer
Skipton House
80 London Road
London, SE1 6LH
www.dh.gov.uk

Primary Care Trusts (PCT)

Data Protection Officer
Wokingham PCT Area Office
Wokingham Hospital
Barkham Road
Wokingham, RG41 2RE
www.nhs.uk/ServiceDirectories