

# Privacy Notice: Children and Young Peoples Service The Woodlands

This Privacy Notice tells you about what information we collect about you, how we use that information and who we share it with.

## 1. Who we are and what we do

The Woodlands, previously known as Broom Cottages Pupil Referral Unit, is the Durham County Council provision for both permanently excluded pupils and those identified as close to permanent exclusion.

The aim of The Woodlands is to deliver a personalised academic, social and therapeutic programme to allow every individual to move on successfully to their next steps in education, employment or training.

For the purposes of Data Protection, Durham County Council is the Data Controller

## 2. What type of personal information do we collect and how do we collect it?

We hold personal data about pupils, their parents or carers to support teaching and learning, to provide pastoral care and to assess how the school is performing. We may also receive data about pupils from other organisations including, but not limited to, other schools, local authorities, health care providers and the Department for Education.

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs

## 3. What is our lawful basis to obtain and use your personal information?

To enable us to provide services to pupils it is necessary for us to use personal information to help assess pupil needs and identify the most appropriate academic, social and therapeutic services. To do so we will use the following legal basis for sharing your information:

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

On some occasions, we may ask for consent to process data when its use is optional. For example the use of pupil photographs in a promotional campaign,. On

those occasions consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

#### **4. What is your personal information used for?**

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services (including monitoring staff performance)
- Administer admissions waiting lists
- Work with schools and alternative providers to deliver services to individual pupils

#### **5. Will your personal information be shared?**

We will only share relevant information about you with other services where there is a legal basis for doing so. There are a range of professionals who may be involved in providing services to you and where appropriate will be provided with relevant information about you. Agencies we may need to share information with include the following:

- Health Agencies
- GPs
- Police
- Education Providers
- Ofsted

We are also required to provide pupil data to central government through the Department for Education and the Education Funding Agency.

There are other times where we may need to share your information lawfully. These include:

- Where there is a serious risk of harm to you or to others
- Where there are concerns for the welfare of a child
- For the Prevention or detection of crime
- Where a court order requires us to share information

We do not transfer personal data to countries outside the European Economic Area.

#### **6. How do we keep your information secure?**

The security of your personal information is important to us. The records we keep about you are secure and are confidential within the Council. The Council have a range of procedures, policies and systems to ensure that access to your records are controlled appropriately.

Anyone who receives information from us is also under a legal duty to only use the information for the purposes agreed and keep the information secure and confidential.

## **7. How long will we keep your personal information?**

Records relating to children of school age will transfer with the pupil to every school they attend. The school the pupil attended until statutory leaving age is responsible for retaining the record until it is destroyed

Information will be held in accordance with the Durham County Council retention and destruction criteria and in accordance with the Records Management Toolkit for Schools. This includes the following:

- Pupil records: DOB + 25 years
- Exam results: current year + 6 years
- SEN files: DOB + 25 years then review
- Admissions registers: date of last entry + 6 years

## **Personal information processed outside of the European Union (EU)**

We do not process your personal data outside of the EU

## **8. Marketing**

At no time will your information be used or passed to others for marketing or sales purposes, or for any commercial use without your express consent.

## **9. What are your information rights?**

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right to:

- request a copy of the personal information the council holds about you
- have any inaccuracies corrected;
- have your personal data erased;
- place a restriction on our processing of your data;
- object to processing;

To exercise your rights, you can apply on line or download an application form from the [DCC website](#) or you can contact the data protection team at [inforights@durham.gov.uk](mailto:inforights@durham.gov.uk)

To learn more about these rights please see the [ICO website](#).

## **10. Further Information**

Our Data Protection Officer (DPO) provides help and guidance to make sure we apply the best standards to protecting your personal information. If something goes wrong with your personal information, or you have questions about how we process your data, please contact our Data Protection Officer at [DPO@durham.gov.uk](mailto:DPO@durham.gov.uk) or write to:

DPO  
Floor 4 Room 143-148,  
Durham County Council  
County Hall,  
Durham County Council  
DH1 5UF

If we have not been able to deal with your query, you can also contact the Information Commissioner's Office:

Information Commissioner's Office

Wycliffe House  
Water Lane Wilmslow  
Cheshire  
SK9 5AF  
Telephone: 0303 123 1113 (local rate) or 01625 545 745