

Educational support for children in care and care leavers is provided through the child or young person's educational setting and also through Halton Virtual School. This privacy notice is in relation to Halton Virtual School only.

Who is the Data Controller for the information I provide?

Halton Borough Council is a data controller for the personal information you provide. The Council's Data Protection Officer is Jonathan Greenough and he can be contacted on 0151 511 7002 or by email jonathan.greenough@halton.gov.uk

What information do you collect, process hold and share on me?

As part of Halton Borough Council, Halton Virtual School collect and hold the following categories of information about you:

- Personal information (such as name, date of birth and address)
- Characteristics (such as gender, ethnicity and SEND)
- Information relating to episodes of being looked after (such as important dates, information on placements)
- Educational outcomes (such as important information on schools, attendance, exclusions, additional educational needs, behavioural issues, progress and attainment)
- Information relating to decisions about leaving care (such as key court orders relating to Adoption, Special Guardianship and Family Arrangement Orders)
- Information about being a care leaver (such as educational outcomes relating to further and higher education, other activities and outcomes such as apprenticeship and employment, accommodation information)

Why do you need to use my information?

We use this personal data to:

- Provide support to children in care and care leavers to improve their educational outcomes
- Monitor and analyse attendance, exclusions, progress and attainment
- Monitor and quality assure personal education plans
- Assess and improve the quality and impact of our service
- Provide reports to corporate parents on the educational outcomes of children in care and care leavers

What legal basis allows you to use my information?

We collect and process information about children and young people in our care to whom we provide services under:

- Statutory duty under 22(3A) of the Children Act 1989 to promote the educational achievement of looked-after children.
- Article 6 of the 2018 Data General Data Protection Regulations (GDPR) – category public task.

Do I have to provide this information and what will happen if I don't?

If we don't have access to the information we have outlined above then we are not able to:

- Fulfil the statutory duty under 22(3A) of the Children Act 1989.
- Deliver the service to provide educational support for children in care and care leavers.

Who will my information be shared with and why?

Department for Education (DfE) – we share children in care and care leaver data with the DfE on a statutory basis, under Section 83 of the Children Act 1989, under Section 7 of the Young People's Act 2008, and also under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013. This data sharing helps to develop national policies, manage local authority performance, administer and allocate funding and identify and encourage good practice.

Welfare Call – we share children in care and care leaver data with Welfare Call to ensure that we can robustly track attendance, exclusions and progress. This data sharing helps us to monitor and analyse the educational outcomes of children in care and care leavers, and provide support where these outcomes need to be improved.

MPLOY – we share individual children in care and care leaver data with MPLOY to allocate support services. This data sharing helps us to provide personalised careers, advice and guidance, to support with long term career aspirations.

Tuition Agencies – we share individual children in care data with The Education network and Teaching Personnel to be able to allocate home tutor services. This data sharing helps us to provide timely access to one-to-one tuition for children in care who need additional academic support to achieve their full potential.

We do not share information about our children in care and care leavers with anyone without consent unless the law and our policies allow us to do so.

How long will you keep this information for and why?

Any children in care and care leaver data that is held within the Halton Borough Council social care management system will be held securely in line with the legal requirements on such data – for 100 years after the young person's 18th birthday.

Any data related to admissions, attendance, exclusions and special educational needs will be held securely in line with legal requirements on such data – until the 75th birthday of the individual concerned or for 15 years after the death of the young person if this occurred prior to their 18th birthday.

How will my information be stored?

We hold children in care and care leaver data on secure and encrypted spreadsheets and also Halton Borough Council social care management system.

Will this information be used to make automated decision about me?

No

Will my data be transferred abroad and why?

No

What rights do I have when it comes to my data?

You have the right to:

- Be informed – through this Privacy Notice
- Rectification – you have the right to have personal data rectified if it is inaccurate or incomplete

Right of Access – you have the right under the Data Protection Act 1998 (General Data Protection Regulation 2018) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access. To request a copy of your data or ask questions about how it is used download a copy of our form from <https://www4.halton.gov.uk/Pages/councildemocracy/Data-Protection.aspx> and send it to Information Governance Service, Halton Borough Council, Service Improvement Division, Municipal Building, Widnes, WA8 7QF. Or email informationgovernanceservice@halton.gov.uk.

Source of data

Halton Borough Council's social care management system - this is a database from which Halton Virtual School draws data.

Welfare Call – provide us with daily attendance, exclusions and termly progress data of all children in care and care leavers. This data is provided by schools to Welfare Call through a secure online Portal.

Who can I complain to if I am unhappy about how my data is used?

You can complain directly to the Council's Data Protection Officer by writing to:
Data Protection Officer, Information Governance Service, Halton Borough Council, Municipal Building, Widnes WA8 7QF'.

You also have the right to complain to the Information Commissioner's Office using the following details: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Telephone: 08456 30 60 60 or 01625 54 57 45. Website: www.ico.org.uk