LEICESTERSHIRE SECONDARY EDUCATION AND INCLUSION PARTNERSHIPS

<INSERT YOUR PARTNERSHIP NAME AND LOGO>

<INSERT YOUR CONTACT DETAILS>

FAIR PROCESSING AND PRIVACY STATEMENT

This statement sets out the way we collect information about our children and young people, what we collect if for and how we use it.

There are two reasons for us collecting information about our students.

1. **To make sure we know and understand each young person properly** so that we can work out the best way to support him or her in education and to safeguard his or her welfare. We also want to be show our students, their teachers and parents and carers, how much progress he or she is making in improving attitude and behaviour, attendance and in school subjects.
2. By putting information together from all our students we can see **how well we are doing in supporting our students**. We can work out what things that we are doing seem to be helping students progress and what might be slowing progress down. We can tell schools and the County Council whether we are getting value from the money we spend on these students\*.

 **If you have agreed\*\***, (by signing the section about sharing information on our Referral Form) we share information on individual students with schools, the Local Authority (Leicestershire County Council) and its agencies, the Health Service, the Alternative Providers, and with voluntary organisations who work with us. We do this on a “need to know” basis for individual students in order to make sure that everyone who is working with each student knows and understands his or her needs. We make sure that all the organisations that we might share individual students’ information with have their own rules about ensuring that the information is kept safely.

We collect together information from all the children and young people in a way that allows us to report on the work we are doing to our partner schools and to the Local Authority so that they can check that we are doing our job properly. **Our reports do not identify individual young people.**

We get most of the information about our students from the school they attend. We sometimes add to this information by carrying out our own assessments and by communicating with other agencies who are involved in supporting the student and his or her family. We may also ask the students and his or her family for additional information in order to help us be as supportive as possible.

We take care to ensure the accuracy of the information we collect. Our ongoing day to day contact with our young people and regular reviews of their progress with us ensures that we keep the information we hold about individuals under review.

We do not pass any individual or aggregate information to any organisations or third parties that are not involved in supporting the work of our Partnerships with our young people.

We keep all our records securely and ensure that any electronic transfer of information is done securely and in line with the requirements of the Local Authority. Paper recorded information on students who are no longer with the Partnership are returned to the school where the students was on roll. Electronic information is archived.

Parents and carers have a right to see the records that we hold on young people. You can contact the Partnership Co-ordinator if you wish to do this. The law also provides you with other rights regarding your information including correction of inaccurate data, objection to processing, moving your information to somewhere else, and in some cases, getting your information deleted. You can raise these issues with us via the Partnership Co-ordinator.

You can raise any concerns you have about the way we handle information with our Data Protection Officer contactable via the Co-ordinator.

You can also raise any concerns of this kind directly with your child’s school. Each school has a Data Protection Officer.

You have a right to contact the Information Commissioner’s Office (ICO) if you think that our policy or practice is not satisfactory. ICO is the UK’s Independent Authority that works to ensure that all organisations are abiding by the rules for handling information. The web site is www.ico.org.uk

 \*The processing of the data we collect on our students is lawful on the basis that it is necessary for us to carry out our official function of providing a service for Leicestershire County Council, to make sure that we report on our outcomes and seek ways to continuously improve our service.

\*\*Our Partnership staff may already know some information about your child before you sign a referral form. This is because your child’s school nay have talked with us about the issues that are causing them concern, seeking advice on ways forward. This is part of the normal process by which schools aim to do their best for every child. Until we have a Referral Form signed by you we will not keep our own records on your child and we will not use information about your child in our collecting together of data in our reports.

The Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545 745 (national rate)

Website: [www.ico.org.uk](http://www.ico.org.uk)

Email: casework@ico.org.uk