

## PRIVACY NOTICE

### *What Lewisham Local Authority does with pupils' and children's data*

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 has a duty to co-operate with partners to deliver services for Children. From time to time the LA is required to pass on some of this data to the Young People's Learning Agency, Connexions, the police, Primary Care Trust and health agencies along with other organisations where we have a statutory duty to share information. Also, where appropriate and with regard to all relevant legislation we will share information with external organisations who are contracted to provide specific services. All these are data controllers for the information they receive. The data must only be used for specific purposes allowed by law.

The LA is also required to maintain the accuracy of the information held on ContactPoint about children and young people in their area while it remains in operation. In line with a longstanding policy intention, and a commitment in the Coalition Agreement, the Government has confirmed that ContactPoint will be switched off on 6 August 2010. From that date no users will be able to access the system. The database will be destroyed using Government-approved security standards and processes.

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 (website: <http://www.connexions-direct.com/> ). 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.