

Cambridgeshire Children and Young People's Services (CYPS)

Privacy Notice

Who we are

The County Council's Children and Young People's Services (CYPS) is a large organisation with a wide range of responsibilities, who works with a wide range of third parties, including schools and the voluntary sector. A brief summary of our responsibilities is below:

- Provision of education within maintained schools
- Providing services to schools to promote high standards and improvements in effectiveness, including training, advice, monitoring and support
- Leading, managing and developing quality early years and childcare services
- Provision of education and educational support services
- Provision of career and post-16 services
- Planning and performance of CYPS services
- Planning, reviewing and organizing early years places, childcare places and school places
- Admissions to school and home to school transport
- Administration and payment of nursery education in pre-schools and day nurseries
- Managing fully integrated information systems supporting CYPS services
- Collection, processing and administering statutory data including census returns, and end of key stage assessments
- Social care services for vulnerable children and young people, including safeguarding and standards, fostering and adoption services
- Enhanced and preventative services- universal and early intervention services
- Specialist services for children and families who may be vulnerable or have higher levels of need such as Special Education Needs or who are at risk of youth offending
- Locality Teams providing joined up responsive services to children and families within their geographical area, including Integrated Youth Support Services

For the purposes of the Data Protection Act 1998, Cambridgeshire County Council (the Authority) is a Data Controller. Each education setting in Cambridgeshire is also a Data Controller for the purposes of the Act.

By law, all personal information shall be processed fairly. This includes how personal information is obtained, how it is used by the data controller and how and with whom personal information may be shared. In order to ensure that we do this fairly, your personal information will only be used in a way that you understand and by ensuring that you are able to find out how we intend to process it.

In this notice, we will make it clear what information will be collected, how we intend to use it and who else your information may be shared with.

What information will be collected

Each CYPS service or education setting in Cambridgeshire collects information from you and may receive information about you from various sources, current and or previous schools and the Learning Records Service. The Authority will also hold personal information about children in its care and those children who receive a service from the Authority.

So that we are able to provide you with the relevant services, it is necessary for us to collect certain information about you. The types of information that we may collect will include:

- i. Name, date of birth, address and contact details
 - ii. Identifiers such as national insurance number, NHS number, unique pupil number, unique learner number
 - iii. Characteristics such as your ethnic group, home circumstances, language and health information (eg whether you smoke)
 - iv. National curriculum assessment results for children
 - v. School attendance/exclusion information for children
 - vi. Details of any special educational needs for children
 - vii. Where appropriate, relevant medical information for children or parents/carers. (e.g. a special educational need or disability service)
- For post 14 qualifications, a child's unique learner number will be supplied to us by the Learning Records Service
- viii. Any additional personal information that is necessary for us to assess and provide you with the service that you require

How your information will be used

We use information about people who receive a service to ensure that we are able to carry out specific functions for which we have a responsibility, for example, the assessment of any special educational needs that a child might have.

What this means for you is that your information will be used within CYPS to allow us to complete a range of functions as part of our responsibility as the provider of education, care and support services throughout the County. These functions are detailed within the "Who we are" section and broadly cover the areas below:

- i. Commissioning Services
- ii. Supporting teaching and learning, monitoring and reporting on progress of children in school, assessing how well schools are performing
- iii. Providing appropriate support and pastoral care in both a school and social care setting
- iv. Supporting children and families by providing services

Information may also be used to produce statistics to allow us to make informed decisions, for example, the funding of services or to assess the performance of schools, in many cases involving only aggregated, statistical data.

- v. Auditing how well our services are meeting needs.
- vi. Improving financial modelling and service planning
- vii. Enabling ethnicity and disability monitoring
- viii. Statistical data sharing with third parties.

Any information gathered will be retained in line with statutory requirements and/or the Authority's own retention schedules.



April 2012 - Our assessment tracking data is stored on the school server and is backed up regularly. In addition to this safety measure, our new tracking software will also store a copy at a Microsoft data centre using the same strict security levels.

Who your information will be shared with

In addition to sharing CYPS information with internal partners to deliver services, it may also be necessary, on occasion, to share information with external processors. We will not give information about you to anyone outside the Council without your consent unless required to do so by law in delivering our statutory functions or such actions are necessary for safeguarding children or to deliver the services which you have requested.

We are also required to pass on some information to the Department for Education (DfE) and any partner agencies with whom the DfE may work. The DfE uses this to help with policy formation, performance management & funding, examination data & analysis and to assist with the development of good practice.

Schools may also be required to pass information to the Authority, other schools and the DfE in order to deliver services and to comply with statutory requirements.

Who to contact

You have the right, at any time, to request access to all personal information held about you by the Data Controller under section 7 of the Data Protection Act 1998. For further detail about making a subject access request, please see our web page on the following link or contact your school. The same link also contains the latest version of the Authority's Data Protection Policy.

<http://www.cambridgeshire.gov.uk/council/access/dp/>

Please note that some information may not be held by Cambridgeshire County Council. If this is the case, where possible we will advise you of who does hold the information you are requesting.

For any other queries relating to data protection, or if you wish to complain about how your information has been processed, please contact the Data Protection Officer at:

Information Governance team

RES1405
Cambridgeshire County Council
Shire Hall
Cambridge CB3 0AP

Email: data.protection@cambridgeshire.gov.uk

Tel: 01223 699137