



## **Privacy Notices: Children in need or children looked after: information held by local authorities**

### **The Data Protection Act 1998: How we use your information**

We collect and process information about children in our care and children to whom we provide services. We use this personal data to:

- support these children and monitor their progress
- provide them with pastoral care; and
- assess the quality of our services

We will not give information about children in our care to anyone without relevant consent unless the law and our policies allow us to do so.

We are required, by law, to pass on some of this information to the Department for Education (DfE) which uses it to; develop national policies, manage local authority performance, administer and allocate funding and identify and encourage good practice.

DfE may share child level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you require more information about how we and/or the DfE use this information, please visit:

- the DfE's website at:  
<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

or write to us at:

- Children's Services Subject Access Request (SAR) Team,

Children's Services Department,  
Elizabeth II Court (North)  
The Castle,  
Winchester  
SO23 8UQ  
Website: <http://www3.hants.gov.uk/learning>  
email: [childrens.services.sar@hants.gov.uk](mailto:childrens.services.sar@hants.gov.uk)

If you require more information about how the LA and/or DfE store and use this data please go to the following websites:

**For Hampshire County Council:**

<http://www3.hants.gov.uk/education/schools/schoolsdataprotection.htm#section242880-3>

and

**For the DfE:**

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- Data Protection Team  
Children's Services  
Elizabeth II Court (North)  
The Castle  
WINCHESTER  
SO23 8UQ  
Website: <http://www3.hants.gov.uk/learning>  
email: [childrens.services.dp@hants.gov.uk](mailto:childrens.services.dp@hants.gov.uk)  
Telephone: 01962 845320
- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
  
Website: <https://www.gov.uk/government/organisations/department-for-education>  
email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)  
Telephone: 0370 000 2288

Reviewed annually by Full Governing Body

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