

# Education Services

## Virtual School

### PRIVACY NOTICE

The role of the Virtual School is to keep track on how our pupils, children in care and previously looked after children, are doing and to ensure support and processes are in place to help our pupils achieve their best. The Virtual School works in partnership with different departments within Nottingham City Council as well as with external organisations and schools to ensure our pupils receive the best education possible.



We use information gathered about our pupils (attendance, exclusion, attainment and behaviour information) to monitor and report on how our pupils are doing, and to provide interventions that can support them to achieve.

The education information we collect and the personal data we gather (names, date of birth, school) and hold for our pupils allows us to:

- Carry out our legal duty to track, monitor and report on pupil's educational outcomes.
- Manage and distribute funding to support pupil's needs,
- Provide advice and support in relation to our pupils education
- Provide interventions aimed to improve educational outcomes.

The legal basis which the Council uses this data is for the performance of tasks carried out in the public interest by the Council and in the exercise of official authority vested in the Council, this is defined in The Children Act 1989.

The information we gather and collect also includes special categories of personal data, for example your ethnicity and health information. Information in these categories is used by the Council on the basis that such use is necessary for reasons of substantial public interest and in accordance with the provisions of the Data Protection Act 2018 and other relevant legislation, for example, The Children Act 1989 and the Crime and Disorder Act 1998.

In order for us to be able to do our job and to deliver our service effectively, we do need to record certain information. We will keep the information that you provide or that we gather until it is no longer needed to support you or to quality assure our work with you. We will keep your information until you turn 75 years of age.

We may also share your information with other organisations that offer help and support with your education, for example book ordering companies and tutors. If we share your information with the other companies or organisations we will make sure there is an

Sometimes information you provide may also be used for other Council functions; details of these functions and the legal basis for using information for them can be found at <http://www.nottinghamcity.gov.uk/privacy-statement/>

The Data Controller is Nottingham City Council, Loxley House Station Street Nottingham NG2 3NG.

The Data Protection Officer is Naomi Matthews. You can contact the Data Protection Officer at the above address or mail to: [data.protection@nottinghamcity.gov.uk](mailto:data.protection@nottinghamcity.gov.uk) .

The new data protection law known as the General Data Protection Regulation provides you with the following rights:

- A right to request a copy of your information
- A right to request rectification of inaccurate personal data
- A right to request erasure of your data (known as 'the right to be forgotten')
- A right to request restriction of processing (in certain circumstances)
- A right in circumstances to request portability of your data to another provider (in certain circumstances)
- A right to object to processing of data in certain circumstances
- A right regarding automated decision making including profiling

If you are unhappy with a decision regarding the handling of your data, you have the right to complain to the Information Commissioners Office at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Also see the Information Commissioners website at <https://ico.org.uk/your-data-matters/>

For more information about these rights please refer to our detailed privacy statement at <http://www.nottinghamcity.gov.uk/privacy-statement/>

