



PRIVACY NOTICE FOR TRANSITION PROJECTS

What is the purpose of this document?

Hartlepool Borough Council (HBC) is committed to protecting the privacy and security of your personal information.

This privacy notice is issued in accordance with the General Data Protection Regulation (GDPR) and describes how we collect and use personal information about your child for the purpose of the transition projects which aim to improve transition between schools and help children and young people thrive in their new school.

Hartlepool Transition Planning Profile Tool (TPPT) gathers information together to create a profile of children. Parents/carers may choose to share some information and not other information. The information shared will be used to identify those children who are at risk of not making a successful transition to secondary school. Pupils with high needs will be offered Person-Centred Planning meetings where schools, young people and their parents/carers come together to agree specific actions to support an individual child's transition. Pupils with medium level needs will be supported to identify coping strategies and to develop a 'pupil passport' which summarises these and ensures that all adults in the new school know what helps. Pupils with low level needs will benefit from enhanced conversations between primary and secondary schools to help the secondary schools better understand the pupils and plan appropriate provision. All schools will be offered materials to support transition as part of the curriculum. Improved staff awareness of academic resilience and protective factors will enhance outcomes for all.

The second project, for children with a social worker, enhances this work with the additional resource of a specialist teacher and the involvement of the local authority education service who will support these young people and their schools.

Both projects are being part-funded by external agencies who will evaluate the process and its outcomes. The information collected by the TPPT about individual pupils will not be shared with the evaluators. They will need to know which pupils have benefitted from the different levels of intervention and will seek consent to work with individual young people to evaluate the project.

This notice applies to information we hold about your child.

We may update this notice at any time.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

The Data Protection Legislation

We will comply with data protection law which includes the GDPR and the Data Protection Act 2018 which states that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

No personal information held by us will be processed unless the requirements of the Data Protection legislation for fair and lawful processing can be met.

Who is the Data Controller?

Your child's school is a "data controller". This means that they are responsible for deciding how they hold and use personal information about your child. They are required under data protection legislation to notify you of the information contained in this privacy notice if they are taking part in the Transition projects.

HBC is a 'data processor' for the above and will assist schools in the safe and secure transfer of information between your child's current school and their new school.

In addition to the above, HBC will also evaluate the impact of the transition projects and may share limited information with third parties in order to do so, for this we are a 'data controller'.

Who is the Data Protection Officer?

We have appointed a data protection officer (DPO) to oversee compliance with this privacy notice. If you have any questions about this notice or how we handle your personal information, please contact the DPO:

Laura Stones, Legal and Data Protection Officer
Hartlepool Borough Council
Civic Centre
Hartlepool
TS24 8AY

dataprotection@hartlepool.gov.uk

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

What kind of information we hold about you?

Personal Information

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are "special categories" of more sensitive personal data which require a higher level of protection.

How we use particularly sensitive information

"Special categories" of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We may process special categories of personal information in the following circumstances:

1. In limited circumstances, with your explicit written consent.
2. Where we need to carry out our legal obligations and in line with our data protection policy.
3. Where it is needed in the public interest

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

HBC's Obligations

What are HBC's obligations?

We will collect, store, and use the following categories of personal information about your child:

- Attainment
- special educational needs
- attendance and punctuality
- attitude to learning
- language

- involvement with social care
- family circumstances
- home-school partnership
- child circumstances
- social development
- emotional development
- previous schools
- small transfer groups
- behaviour

We may also collect, store and use the following “special categories” of more sensitive personal information:

- health needs (only indicating whether or not there is a health need)

How is your personal information collected?

Information will be collated by your child’s current school. This will include information that the school is allowed to share by law plus any additional information where you have given consent.

How we will use information about you?

We will only use your child’s personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

(a) where you have given clear consent for us to process your personal data for this specific purpose (CONSENT))

(b)where the processing is necessary for us to comply with the law (LAW)

(e) where the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law namely Children Act 1989 (PUBLIC TASK)

We may also use your personal information in the following situations, which are likely to be rare:

- (a) To instruct a third party evaluate the impact of the services provided. In most cases this information will only include limited personally identifiable information.

Situations in which we will use your personal information

We need all the categories of information in the list above (see *What kind of information we hold about you?* above) primarily to allow us to assist schools in the safe and secure transfer of information to your/your child’s new school

The situations in which we will process your personal information are listed below.

Reason for Processing	Legal Basis e.g Public Task/Contract etc
To assist schools in the safe and secure transfer of information to your child’s new school.	Consent
To identify support/interventions that would benefit your child.	Consent
To evaluate the impact of the Transition projects.	Consent

Some of the above grounds for processing will overlap and there may be more than one ground which justifies our use of your personal information.

What if I don’t want to provide personal information?

You do not have to consent to the information sharing for these projects and this will not have a detrimental effect on your child. The aim of the project is to enhance and tailor the support offered to meet the needs of your child and so agreeing to consent will enable this to happen.

Some information is required to be transferred between schools by law and this will continue.

Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Does HBC need your consent?

We do not need your consent if we use special categories of your personal information in accordance with our written policy to carry out our legal obligations or exercise specific rights as required by law. In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

Automated Decision Making

Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. We are allowed to use automated decision-making in the following circumstances:

1. Where we have notified you of the decision and given you 21 days to request a reconsideration.
2. Where it is necessary to perform the contract with you and appropriate measures are in place to safeguard your rights.
3. In limited circumstances, with your explicit written consent and where appropriate measures are in place to safeguard your rights.

If we make an automated decision on the basis of any particularly sensitive personal information, we must have either your explicit written consent or it must be justified in the public interest, and we must also put in place appropriate measures to safeguard your rights.

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making, unless we have a lawful basis for doing so and we have notified you.

We do not envisage that any decisions will be taken about you using automated means, however we will notify you in writing if this position changes.

Data Sharing

We may have to share your data with third parties, including third-party service providers and other entities in the group.

We require third parties to respect the security of your data and to treat it in accordance with the law.

We will not transfer your personal information outside the EU.

Why might you share my personal information with third parties?

We will share your personal information with third parties where required by law or where it is necessary to evaluate the project. Examples of the organisations we may need to share information with are:

Department for Education (DfE)

Kings College London who are evaluating the project for the DfE

NatCen who are evaluating the What Works for Children in Social Care element of the project

Which third-parties process my personal information?

"Third parties" includes third-party service providers (including contractors and designated agents). The following third-parties process personal information about you for the following purposes:

Department for Education (DfE)

Kings College London who are evaluating the project for the DfE

NatCen who are evaluating the What Works for Children in Social Care element of the project

How secure is my information with third-party service providers?

All our third-party service providers are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Data Security

We have put in place measures to protect the security of your information. Details of these measures are available upon request.

Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. Details of these measures may be obtained from the Data Protection Officer.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Data Retention

How long will you use my information for?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different aspects of your personal information are available in our retention policy which is available from www.hartlepool.gov.uk/retention-schedules. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

Rights of Access, Correction, Erasure and restriction

Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Data Protection Officer in writing.

For further information on your rights please visit: www.hartlepool.gov.uk/GDPR

No fee usually required

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee for photocopying.

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Right to withdraw consent

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Data Protection Officer. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Changes to this Privacy Notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

If you have any questions about this privacy notice, please contact the DPO.