

Privacy Notice for Receiving data from schools via B2B and Wonde



Nottingham City Council Information Compliance

Service Area: Analysis & Insight
Directorate: Finance and Resources
PN-0318

07/2023

The Council receives information about pupils (and their parents/carers) from schools through an automated system called B2B (Base to Base). It plans to change the technical set up of B2B system so that a system named Wonde becomes integrated into the data transfer process.

Analysis & Insight are part of Nottingham City Council, who are the data controllers for the personal data (or personal information) collected from schools that we process about you and your child at school. When we process personal information relating to you and your child, we will only do so when it is necessary and where we have a lawful reason to do so.

We will use the information provided about you and your child for a number of reasons, depending on the service or reasons for interacting with you. This includes:

- To support better access to Education
- To support Pupil Learning
- To support Safeguarding
- To support other teams within the Local Authority Education and Social Care divisions

When we process your personal information, we will comply with data protection legislation and enable you to exercise your rights contained within the legislation.

What personal information will the Council process?

The information that we collect about you to help the Council fulfil the purposes, objectives, or to deliver the services outlined above will for the most part, relate to your child: (this may include all, or some of the following, depending on the service).

Core pupil data - name, UPN, date of birth, home address, ethnicity, home language, Special Educational Needs, year taught in, religion, registration group, current school start/end date, enrolment status, English as an additional language.

Attendance data – includes AM and PM marks for daily session attendance for each student/pupil.

The information we process about your child may include the following ‘special categories of personal data’:

- Race or Ethnic origin
- Physical or mental health
- Sex life or sexual orientation

Lawful basis for processing

The basis under which we use your personal information for these purposes is that it is necessary in order to carry out a public task in the public interest.

This is a result of the powers or duties contained in:

- UK General Data Protection Regulation
- Data Protection Act 2018
- Human Rights Act 1998
- The Children Act 2004 (the Act), as amended by the Children and Social Work Act 2017.
- Localism Act, s.1 2010
- Local Government Act 1972
- Education Act 1996

- www.gov.uk/government/publications/working-together-to-improve-school-attendance

The condition under which we process 'special categories of personal data' is that it is in accordance with the provisions of the UK General Data Protection Regulation and the Data Protection Act 2018 and substantially in the public interest.

Will my information be shared with other organisations or used for other purposes?

The Council will only share your personal information with other departments within the Council, and with other organisations when it is necessary to provide the services to you, and when we have a lawful reason to do so. The Council may also share your information when we are obliged to by law.

In relation to this service, it enables Nottingham City Schools to update the Council with current and timely data in relation to pupils who are on their school roll.

The information may also be used for the purpose of any other function carried out by the Council. This may include sharing your information across the Council, or with external organisations. Information about these functions and the legal basis on which information is used for them can be found at

The information will only be used for another purpose where it is lawful to do so.

Do I have to provide the information?

You are not obliged by statute or contract to provide the information about your child that is specified here. However, if we were not able to process your personal data the Council may not be able to safeguard your child and you may not receive access to beneficial services.

How long will the Council retain the data for?

The information that you have provided will be kept in line with the retention period stated in the Council's Information Asset Register (IAR). Depending on your involvements, this can be up to 35 years from your date of birth and up to 75 years for children who have been Looked After.

The Council publish an Information Asset Register (IAR), this will outline the retention periods for the personal data we process. You can find this IAR on our website <https://geoserver.nottinghamcity.gov.uk/information-asset-register/>

Information Rights

The UK General Data Protection Regulation provides for the following rights as prescribed by the legislation:

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 in certain circumstances to request restriction of processing

A right in certain circumstances to request portability of your data to another provider

A right to object to processing of data in certain circumstances

A right regarding automated decision-making including profiling

However, Nottingham City Council can restrict the above rights in certain circumstances for example, to avoid obstructing an investigation, avoid prejudicing the prevention, detection, investigation or prosecution of criminal penalties or to protect the rights and freedoms of others.

Data Protection Officer

You can contact the data protection officer at:

Loxley House,
Station Street,
Nottingham,
NG2 3NG

or at data.protectionofficer@nottinghamcity.gov.uk .

Information Commissioner's Office

The Information Commissioner's Office (ICO) website provides guidance on data protection and privacy matters, you can visit the website at www.ico.org.uk. You also have the right to complain to the ICO if you consider that the Council have processed your personal data incorrectly or that we have breached our obligations to you. You can contact the ICO at:

Wycliffe House,
Water Lane
Wilmslow,
Cheshire
SK95AF

www.ico.org.uk

Further Information

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