

# Education Services

## Virtual School

### PRIVACY NOTICE for Children and Young People

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 make sure you are getting the support to achieve your best. The Virtual School works in partnership with different departments at Nottingham City Council as well as other organisations and schools to make sure you get the best education possible.

We use information we collect about you to monitor how you are doing, to understand your educational needs, to provide you with support and to put together personal education suitable for you. We aim that by doing all these things it will help you to improve and achieve.

The personal data we gather and collect (from your school, social worker and parents / carers) allows us to meet our legal duties. These duties involve checking how you are doing, reporting on how you are doing, giving advice to others about what you need to achieve and managing the funding for you to help you achieve.

The Council can use data and information about you in this way because of a legal reason known as public interest. *Public Interest is defined as “the welfare or wellbeing of the general public or society.* Your data can also legally be used in this way when the Council is carrying out its duty defined in The Children Act 1989, and guidance for promoting your education.

The information we gather and collect also includes special categories of personal data, for example your ethnicity and health information. These categories are used by the Council as it believes that using this information is needed for reasons of substantial public interest. This information is protected under the Data Protection Act 2018 (to ensure that only relevant people have access to your data)..

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 you turn 75 years of age.

Your information may also be shared with other organisations that offer help and support with your education, for example book ordering companies and tutors. If we share your information with other companies or organisations we will make sure there is an agreement in place to keep your information safe and secure.



You can contact the Data Protection Officer at [data.protectionofficer@nottinghamcity.gov.uk](mailto:data.protectionofficer@nottinghamcity.gov.uk)

The law gives you the following rights:

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

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 for the following rights:

- A right to request a copy of your information
- A right to request correction of your personal data
- A right to request removal 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 movability of your data to another provider
- A right to object to processing of your data in certain circumstances
- A right regarding automated decision making including profiling

If you are unhappy with a decision about the way your information is handled you have the right to complain to the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. See also the Information Commissioners website at <https://ico.org.uk/your-data-matters/>

For more information about these rights you can read our detailed privacy statement at <https://www.nottinghamcity.gov.uk/privacy-statement> .

