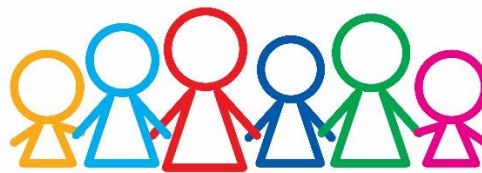


## **PRIVACY NOTICE FOR REFERRALS**



**Temple Newsam Community Partnership**

This privacy notice describes how we collect and use personal information about individuals, in accordance with the UK General Data Protection Regulation (UK GDPR), the Education Act 1996, and the Children Act 1989.

Following Brexit, Regulation (EU) 2016/679, General Data Protection Regulation (GDPR) is retained EU law and known as UK GDPR. The UK GDPR sits alongside an amended version of the Data Protection Act 2018 that relate to general personal data processing, powers of the Information Commissioner and sanctions and enforcement. The GDPR as it continues to apply in the EU is known as EU GDPR.

### **Who Collects This Information?**

Temple Newsam Community Partnership (TNCP) Cluster Team is a "data controller." This means that we are responsible for deciding how we hold and use personal information about individuals. We process data on behalf of the Red Kite Learning Trust in order to provide targeted services and support programmes to local children, young people and their families.

We may collect, store, and use the following categories of personal information about you:

### **Categories of Personal Information We Collect, Process, Hold and Share**

- Personal information such as name, date of birth, age, gender and contact information
- Emergency contact and family information such as names, data of birth, relationship, phone numbers and email addresses
- Whether a family requires an interpreter
- Characteristics (such as ethnicity, language)
- SEND details
- Medical and safeguarding data
- Attendance details
- Attainment and behaviour data (including details of any concerns)
- Educational achievement data including assessment dates
- Other agencies providing family support
- Plans and assessments in place
- Family relationship and dynamic data including aspirations, support and history, details of interventions
- Identified needs of family members

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- Details of family consent to share the data with TNCP
- Child and family intervention records

### **Collecting this Information**

Most data collected in the first instance is done by a referral form, and/ or parental consent form. This is completed either by a member of school staff, or partner agency such as Social Care or the Children's Centre. This form will usually be completed in conjunction with the relevant family member (i.e. parents) and usually will obtain consent prior to referral. Further data will be created by TNCP to progress the referral, service or provision.

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.

### **How We Use Your Personal Information**

We hold pupil and family data and use it for:

- Assessing eligibility for referral
- To provide support and advice
- To update key individuals with progress
- To support teaching and learning
- Managing internal policy and procedure
- Legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with legal obligations and duties of care
- Enabling relevant authorities to monitor performance and to intervene or assist with incidents as appropriate

### **The Lawful Bases on which we use this Information**

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

- Consent: the individual has given clear consent to process their personal data for a specific purpose
- Contract: the processing is necessary for a contract with the individual
- Legal obligation: the processing is necessary to comply with the law (not including contractual obligations)
- Vital interests: the processing is necessary to protect someone's life
- Public task: the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law; and

We need all the categories of information in the list above primarily with the parent's consent to process the data. There will also be instances where we rely on public task and legal obligation to comply. Please note that we may process information without knowledge or consent, where this is required or permitted by law.

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### **Sharing Data**

We may need to share your data with third parties where it is necessary. There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it's the only way we can make sure you stay safe and healthy or we are legally required to do so.

We share pupil and family information with:

- Other schools that pupils have attended/will attend
- NHS
- Welfare services (such as social care)
- Law enforcement officials such as police, HMRC
- Local Authority Designated Officer
- Leeds City Council early help services
- Support services (including insurance, IT support, information security)

Information will be provided to those agencies securely or anonymised where possible.

The recipient of the information is required to respect the security of your data and to treat it in accordance with the law.

### **Storing Data**

The TNCP Cluster Team keep information about individuals on computer systems and sometimes on paper.

Except as required by law, the TNCP Cluster Team only retains information about individuals for as long as necessary in accordance with timeframes imposed by law and our internal policy.

Full details on how long we keep personal data for is set out in our data retention policy, this can be found on the following websites [www.tncp.co.uk](http://www.tncp.co.uk) and [www.rklt.co.uk](http://www.rklt.co.uk)

### **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 limited circumstances.

Individuals will not be subject to automated decision-making, unless we have a lawful basis for doing so and we have notified you.

### **Retention Periods**

Except as otherwise permitted or required by applicable law or regulation, the TNCP Cluster Team only retains personal data for as long as necessary to fulfil the purposes they collected it for, as required to satisfy any legal, accounting or reporting obligations, or as necessary to resolve disputes.

Information about how we retain information can be found in our Data Retention policy. This document can be found on the following websites [www.tncp.co.uk](http://www.tncp.co.uk) and [www.rklt.co.uk](http://www.rklt.co.uk)

### **Security**

We have put in place measures to protect the security of your information (i.e. against it being accidentally lost, used or accessed in an unauthorised way).

### **Requesting Access to your Personal Data**

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.

If you want to request information, please see our Subject Access Request policy, for the procedures we take.

### **Right to Withdraw Consent**

In 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 Gemma Sargeant [sargeantg@rklt.co.uk](mailto:sargeantg@rklt.co.uk) or Lisa Oxley [oxleyl@rklt.co.uk](mailto:oxleyl@rklt.co.uk) 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.

### **Contact**

If you would like to discuss anything within this privacy notice or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with Gemma Sargeant [sargeantg@rklt.co.uk](mailto:sargeantg@rklt.co.uk) or Lisa Oxley [oxleyl@rklt.co.uk](mailto:oxleyl@rklt.co.uk) in the first instance.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by Gemma Sargeant or Lisa Oxley, then you can contact the DPO on the details below:

Data Protection Officer: Judicium Consulting Limited

Address: 72 Cannon Street, London, EC4N 6AE

Email: [dataservices@judicium.com](mailto:dataservices@judicium.com)

Web: [www.judiciumeducation.co.uk](http://www.judiciumeducation.co.uk)

Lead Contact: Craig Stilwell

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues at <https://ico.org.uk/concerns>.

### **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.