

# Privacy notice for children and young people in receipt of elective home education

## **Why does Leicester City Council (your local authority) collect information on children receiving elective home education?**

Local authorities (LAs) have a statutory duty under section 436A of the Education Act 1996, inserted by the Education and Inspections Act 2006, to make arrangements to enable them to establish the identities, so far as it is possible to do so, of children in their area who are not receiving a suitable education. Holding a record of the educational status of children in Leicester (including those who are home educated) enables compliance with this statutory duty and also enables the LA to focus efforts on those children who are not in receipt of a suitable education.

The information we collect also helps us to provide support and information should you require it. This is in accordance with the latest parliamentary recommendations about a 'local offer of support' for home educators.

The data we collect includes contact information, details of educational provision and characteristics such as ethnic group and special educational needs. The Department for Education make it clear that parents have a choice about how they provide information about their educational provision.

We use information to derive statistics to inform decisions on (for example) the funding of a range of services in Leicester or for assessing the effectiveness of those services. The data and statistics are used in such a way that individual children cannot be identified from them.

The information we collect also helps to support the delivery of Youth Support Services for young people aged 13 years and over. Leicester City Council is directly responsible for the delivery of youth support services (Connexions) in Leicester. This service has access to the name, address and date of birth of the young person and any further information relevant to the youth support services role.

In accordance with Regulations 23 and 35 of the Representation of the People Regulations (2001), the basic details of young people aged 16+ are used by the local authority for the purposes of encouraging registration and verifying identity prior to entry on the Register of Electors.

## **How long do we keep the information?**

Information is retained by the local authority until your child is 25 years old unless your child has had a statement of special educational needs or has been in local authority care in which case longer statutory data retention rules apply. Data is deleted or destroyed securely at the end of the legal retention period.

## **Who do we pass the information to?**

Leicester City Council ensures that personal information is always held securely and we will only share your information with third party organisations, as the law allows. The purpose of this information sharing is set out below, along with contact details if you want to get in touch.

We are required by law to pass some information to the Department for Education (DfE).

The DfE uses information about children for research and statistical purposes, to inform, influence and improve education policy and to monitor the performance of educational services as a whole.

Child information may be matched with other data sources that the DfE holds in order to model and monitor a child's educational progression; and to provide comprehensive information back to local authorities and learning institutions to support their day to day business. The DfE may also use contact details from these sources to obtain samples for statistical surveys: these surveys may be carried out by research agencies working under contract to the DfE and participation in such surveys is voluntary.

**The Department for Education:**

Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT

Website: <https://www.gov.uk/government/organisations/department-for-education>

Email: [www.education.gov.uk/help/contactus](http://www.education.gov.uk/help/contactus)

Telephone: 0370 000 2288

We share basic details such as name, address, DOB and gender with Leicestershire Partnership NHS Trust. They use information about children and young people for a range of child health services such as inoculation programmes. They may contact you from time to time to offer access to health programmes that would normally be accessed via a school, e.g. the tuberculosis inoculation. The NHS Trust also uses information about children for data research and statistical purposes, to monitor the performance of local health services and to evaluate and develop those services. Statistics are used in such a way that individual children cannot be identified.

**Customer Services Manager**

Leicestershire Partnership NHS Trust  
Lakeside House  
4 Smith Way  
Grove Park  
Enderby  
Leicestershire  
LE19 1SS

Website: [www.leicspart.nhs.uk](http://www.leicspart.nhs.uk)

Email: [customerservices@leicspart.nhs.uk](mailto:customerservices@leicspart.nhs.uk)

Tel: 0116 2950830

The Health and Social Care Information Centre (HSCIC) was set up as an Executive Non Departmental Public Body in April 2013. The Health and Social Care Act 2012 sets out the responsibilities of HSCIC, which includes the collecting, analysing and presenting of a range of health and social care data.

The Child Protection Information Sharing project is an NHS England initiative that will help to improve the protection of children who are in the care of the local authority or for whom there is a child protection plan. The identities of these children will be shared securely with HSCIC. This information will then be made accessible to health care professionals providing urgent and unscheduled care such as accident and emergency departments and walk-in centres on a need to know basis. The local authority will be made aware if a health professional has accessed a record, the allocated social worker may subsequently conduct enquiries with the interested parties.

### **Information Governance Compliance Team**

Health and Social Care Information Centre  
1 Trevelyan Square  
Boar Lane  
Leeds  
LS1 6AE

Website: [www.hscic.gov.uk](http://www.hscic.gov.uk)

Email: [enquiries@hscic.gov.uk](mailto:enquiries@hscic.gov.uk)

Tel: 0845 3006016

### **How can you get in touch with Leicester City Council?**

Young people, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about yourself or your child, or you have any questions or concerns about the use of your data by Leicester City Council, please get in touch as follows:

### **Information Governance**

Information & Support  
Leicester City Council  
Bosworth House  
9-15 Princess Road West  
Leicester  
LE1 6TH

Website: [www.leicester.gov.uk](http://www.leicester.gov.uk)

Telephone: 0116 454 1300

Email: [info.requests@leicester.gov.uk](mailto:info.requests@leicester.gov.uk)

