

## **The RISE Trust privacy notice (Children, young people and families, carers and guardians) April 2022**

The RISE Trust is the data controller for the personal information you provide.

### **The categories of information that we collect, process, hold and share include:**

- Personal information (such as name, address, phone number)
- Characteristics (such as ethnicity, language, disability, 2-year and 3-year funding eligibility)
- Relevant medical information
- Special educational needs information
- Assessment information
- Behavioural information
- Attendance information inc number of absences and absence reasons
- Social care involvement inc Children in Need, Child Protection or Looked After
- Anti-social behaviour (such as involvements with police, courts, probation and violence in the home)
- Aspects relating to your employment

### **Why we collect and use this information:**

We use children's, young person's and family data to:

- Enable us to carry out specific functions and statutory returns for which we are responsible
- Produce statistics which inform decisions eg funding services
- Assess performance and set targets for educational purposes
- Support children, young people and families and monitor their progress
- Provide appropriate support and pastoral care
- Promote welfare, safeguarding, health and well-being for children, young people and families
- Assess and evaluate how well The RISE Trust services are doing as a whole and report that to the Local Authority

### **The lawful bases on which we process this information:**

- Legitimate interests - to use your data in ways you would reasonably expect, and which have a minimal privacy impact, or where there is a compelling justification for the processing
- Public tasks – in order to carry out tasks in the public interest/ safeguarding
- Special categories - to process other special categories of personal data, such as information about ethnic origin, sexual orientation or religion or belief, this is done for the purposes of equal opportunities monitoring. This is to carry out the Trust's obligations and exercise specific rights in relation to employment

We collect and use this information under:

- Care Act 2014
- Child care Act 2006
- Children Act 1989 and 2004

- Children and Families Act 2014
- Children and Social Work Act 2017
- Crime and disorder Act 1998
- Data protection Act 1998
- Education Act 1996 and 2002
- Education (SEN) regulations 2001
- Education (Information about Children in Alternative provision) (England) Regulations 2007
- Education (Information about Individual Pupil) (England) Regulations 2013
- Educations and Skills Act 2008
- The Health and Social Act 2012
- Health and Social care (Safety and Quality) Act 2015
- Immigration and Asylum Act 1999
- Learning and Skills Act 2000
- Local Government Act 2000
- Protection of Freedoms Act 2012
- Protection of Young Children Act 1999
- Young People's Act 2008

### **Collecting this information**

Whilst some of the children and young person's information you provide us is compulsory, some of it is provided to us on a voluntary basis. We will inform you whether you are required to provide certain information to us or if you have a choice in this.

### **Storing the information**

We hold children, young person's and family's data where necessary and fair to do so. The information is held securely by The RISE Trust as both manual and electronic files, and we will securely delete any personal data when no longer required in accordance with our published retention schedule.

Data shared with Wiltshire Council is held under their data retention schedule/ Data Protection Policy and a Personal Information Sharing Agreement (PISA) is signed between The RISE Trust and Wiltshire Council.

### **Who we share this information with**

We routinely share children, young person's and family information with:

- The Department for Education (DfE)
- Wiltshire Local Authority
- Public agencies - such as the NHS and health organisations, Department of Work and Pensions, the Police, probation services, schools and pre-school settings, other local authorities, the Youth Offending Team, social care.

This is to help the government and local service providers to provide support to children, young person's and families, evaluate effectiveness, improve services over time and to help improve the service families receive.

### **Why we share this information**

We share children and young person's data with the DFE on a statutory basis under section 3 of the Education (information about individual pupils) (England) Regulations 2013. This data sharing underpins Children's Centre funding, educational attainment and monitoring (in Early Years settings). This enables them to produce the statistics and assess performance.

We also share information to promote the welfare, health and well-being of children and young people to fulfil our obligations under Section 507B of the Education Act 1996.

We do not share information about children, young people and families without consent unless the law and our policies allow us to do so or there are safeguarding concerns.

### **Child protection information sharing**

If your child is subject to child protection action plan or is a child in care, we may be part of the multi-agency group that supports them. In such cases we will record data given to us under the relevant acts.

### **School/early years settings**

All schools and Early Years settings, as data controllers, should have privacy notices in place - they should be available on their websites.

### **Requesting access to personal data**

Parents, young person's and children have the right to request access to information about them that we hold. To make a request for a personal information, or be given access to your child's education record, please write to The RISE CEO, Lynn Evans, to make a request. Please be as specific as you can about the information you seek as this helps us to find it as quickly as possible.

You also have the right to:

- object to processing of personal data that is likely to cause or is causing damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances having accurate personal data rectified blocked and raised or destroyed
- Claim compensation for damages caused by breach of the data protection regulations

### **Changes to the information**

- We regularly review and, where necessary, update our privacy information and publish this on our website [www.therisetrust.org](http://www.therisetrust.org)
- If we plan to use personal data for a new purpose, we update our privacy information and communicate the changes to individuals before starting any new processing.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concerns in the first instance. Alternatively, you can contact the information Commissioners office at <https://ico.org.uk/concerns/>