

Elective Home Education Privacy Notice

North Tyneside Council are the Data Controller under the terms of the of the Data Protection legislation and we are legally responsible for ensuring that all personal information that we process, hold, obtain, record, use or share about you is done in compliance with the law.

Information collected by us

In the course of supporting and monitoring elective home education we collect the following personal information when you provide it to us:

- personal details (such as name, gender, age, date of birth, address, contact details, language, nationality, country of birth)
- special category characteristics (such as ethnicity and special educational needs)
- educational history (such as schools previously attended and attendance, attainment and exclusion information)
- other professional involvement (such as Attendance and Inclusion, Early Help, Social Care, SEN)
- EHE History (communication with families, visit reports and evidence of suitable education)

We also obtain personal information from other sources including personal details, characteristics, educational history and professional involvement, from previously attended schools, NHS, other local authorities, and other NTC departments.

How we use your personal information

We use your personal information to:

- maintain a record of children in North Tyneside who are known to be home educated
- provide advice and guidance to home educating families
- inform families about how to access to services and facilities from other agencies that would generally be delivered via school
- advise and support families who request support with returning children to school or identifying a school place
- make arrangements to establish the identities of children who are not registered at a school and are not receiving a suitable education otherwise

How long your personal data will be kept

When the information has been used for the purposes for which they were required, the information will be securely and confidentially destroyed in a manner that accords with the agreed retention period for such records.

What allows you to use my information?

There must be a lawful basis (or justifiable reason) for us to collect, store, use and disclose your personal information.

We collect and use pupil information to comply with our legal obligations and to carry out tasks in the public interest. If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment), for social security or social protection law, and for the establishment, exercise or defence of legal claims whenever courts are acting in their judicial capacity.

Who will my information be shared with?

We share your personal information with:

- teams within NTC working to improve outcomes for children and young people
- commissioned providers of local authority services (such as education services)
- schools
- schools and Fair Access panels, when a school a place is required at the request of the parent or when a suitable education is not being provided and a school needs to be identified for the purpose of a School Attendance Order
- post-16 education and training providers
- partner organisations, where necessary, which may include NHS, health visitors, midwives, police, doctors and mental health workers
- Department of Education, and other government departments, as required

We will share personal information with law enforcement or other authorities if required by applicable law.

Your rights

You have the following rights with regards to your personal data:

- **The right to subject access** – you have the right to see a copy of the personal data that the Council holds about you and find out what it is used for.
- **The right to rectification** – you have the right to ask the Council to correct or remove any inaccurate data that we hold about you.
- **The right to erasure (right to be forgotten)** you have the right to ask the Council to remove data that we hold about you.
- **The right to restriction** – you have the right to ask for your information to be restricted (locked down) on Council systems
- **The right to data portability** – you have the right to ask for your data to be transferred back to you or to a new provider at your request.
- **The right to object** – you have the right to ask the Council to stop using your personal data or to stop sending you marketing information, or complain about how your data is used.

- **The right to prevent automated decision making** – you have the right to ask the Council to stop using your data to make automated decisions about you or to stop profiling your behaviour. (where applicable)

Further information

If you would like to know more about how we use your information and your rights, please speak to the professionals concerned with your care, or see the main Authority [Privacy Notice](#) under 'your rights'.

You can also write to: Data Protection Officer
 North Tyneside Council
 The Silverlink North
 Cobalt Business Park
 North Tyneside
 NE27 0BY

Email: information.governance@northtyneside.gov.uk
Tel: 0191 643 2333

For further guidance about data protection rights, see <https://ico.org.uk/>

