



Liverpool
City Council

Children and Young People Directorate Privacy Notice

Information held by the local authority

The Data Protection Act 1998: How we use your information

Liverpool's Children and Young People Directorate hold information about young people living in our area, including information about their education and training history. This is to support the provision of their education up to the age of 20 (and beyond this age for those with a special education need or disability). Education institutions and other public bodies (including the Department for Education (DfE), police, probation and health services) may pass information to us to help us to do this

The information is used to enable us to carry out specific functions for which we are responsible, such as the assessment of any special educational needs the child may have. We also use personal data to derive statistics which inform decisions we make, for example regarding the funding of schools, assessing performance and setting targets. These statistics are used in such a way that individual children cannot be identified.

Who We Share Information With

Youth Support Services

For pupils aged 13 years and over, schools are legally required to pass on certain information to the provider of Youth Support services in their area. This is the local authority support service for young people aged 13 to 19 in England. The school must provide the name and address of the pupil and their parents and any further information relevant to the support services' role. In addition, the date of birth of the pupil is supplied.

Until pupils are aged 16 or older, their parent(s) can ask that no information beyond their children's name, address and date of birth (and their own name and address) be passed to the youth support services provider. This right transfers to the pupil on their 16th birthday. Pupils and/or parents will need to inform the school if this is what they wish.

Liverpool Community Health NHS Trust

Liverpool City Council

Municipal Buildings, Dale Street, Liverpool, L2 2DH

Liverpool Community Health NHS Trust use information about pupils for research and statistical purposes, to develop, monitor and evaluate the performance of local health services. These statistics will not identify individual pupils. It is necessary for certain health information about children (e.g. such as their height and weight) to be retained for a certain period of time (designated by the Department of Health) and requires the Trust to maintain children's names and addresses for this purpose. This information is also used by school nurses in order to guarantee that all children and young people receive the NHS health offer described in the Department of Health Healthy Child Programme.

Liverpool Revenues and Benefits Service

The Local Authority is committed to ensuring that it helps its residents to maximise their benefits entitlement. This includes identifying those pupils who are eligible for free school meals and/or Early Years Pupil Premium (EYPP) but who have not taken up their entitlement. Pupil details are shared with the Revenues and Benefits Service in order for the children of families entitled to free school meals and EYPP to be identified. The free school meal and/or EYPP can then be awarded and schools can receive additional funding without parents having to make any further claim.

If parents do not wish their children's details to be shared with the Revenue and Benefits Service for this purpose they must inform the Children and Young People's Directorate on 0151 233 0486.

Education Establishments and Pupil Tracker

Information regarding involvements from local authority services is shared with schools, academies, post-16 establishments and training providers in order to identify and secure appropriate support for their pupils and students. Information relating to the Liverpool Learning Partnership's Pupil Tracker can be found at:

[https://www.ednet.co/Liverpool-Learning-Partnership-\(LLP\)](https://www.ednet.co/Liverpool-Learning-Partnership-(LLP)).

The Department for Education

The Local Authority may pass on some of the information they collect to the Department for Education (DfE) to enable them to assess the local authorities' performance and determine the destinations of young people after they have left compulsory education.

If you require more information about how the DfE store and use your personal data please visit:

- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>