

## **Education – Privacy notice**

This should be read in conjunction with the Council's general Privacy Notice: [Your privacy | Shropshire Council](#)

The detail below provides additional detail relating to the processing of Personal Data in relation to the provision of Education.

### **Details of information obtained from third parties?**

The local authority collects information from schools, other local authorities and education agencies.

### **How is your information used?**

Shropshire Council collects and uses personal information in order to meet our legal obligations set out in Data Protection legislation, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- The Education (Information About Individual Pupils) (England) Regulations 2013.

The Education Act 2002 and the Children's Act 2004 place a duty on local authorities and their partners to co-operate in promoting the well-being of children and young people and to make arrangements to safeguard and promote the welfare of children. The Education and Skills Act 2008 places a duty on all schools, colleges and other state funded educational institutions to continue to provide relevant information about all pupils to local authority support services.

Shropshire Council collects and processes information on children and young people.

This information includes:

- Personal information (such as name, unique pupil number and contact details)
- Characteristics (such as ethnicity, language, and free school meal eligibility)
- Special educational needs attendance (such as sessions attended, number of absences and absence reasons)
- Assessment and attainment
- Behavioural information (such as exclusions)
- Any relevant medical information
- Any accident/incident data regarding pupils
- Pupils mode of travel to school to assist with School Travel Plans and seeking help address local road safety issues for pupils enrolling for post 14

qualifications, the Learner Records Service will give us unique learner number (ULN) and may also give details about learning and qualifications

- Information that the local authority needs in order to support young people to participate in education and training and to track their progress e.g. post 16 destination information

Whilst the majority of children and young person's information provided to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

### **Shropshire Council uses this information to:**

Enable us to carry out specific functions for which we are responsible for  
derive statistics to inform decisions such as the funding of schools  
Assess performance and set targets for schools in order to support teaching and learning and to monitor and report on progress  
To meet the statutory duties placed upon us by the Department for Education.

Shropshire Council holds information about young people living in our area, including 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 educational need or disability). This information is held on a National Client Caseload Information System (NCCIS) approved database that is encrypted and password protected.

Under parts 1 and 2 of the Education and Skills Act 2008, education institutions and other public bodies (including the Department for Education, police, probation and health services) may pass information to us to help to support these provisions.

For pupils aged 13 and over, schools are legally required to pass contact information to the local authority support services for young people as we have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996 and schools and colleges have a duty to provide information under Section 14 of the Education and Skills Act 2008. A parent/guardian can request that only their child's name, address and date of birth is passed to their provider of youth support services by informing the school. This right is transferred to the child/pupil once they reach age 16.

For pupils aged 16 and over, the local authority support services for young people collects information about pupils not in education, training or employment (such as their contact details) as they have responsibilities in relation to the education and training of 13-19 year olds under section 507B of the Education Act 1996 in order to provide services relating to post 16 education and training, youth support services and careers advice.

### **Research and statistics**

Anonymised and pseudonymised data may be used for research and statistical purposes. Any data collected may be used for research and statistical purposes that are relevant and compatible with the purpose that the data was collected for.

## **Who has access to your information?**

We may share your information with the following third parties for the reasons detailed.

The **Department for Education** - including agencies that are prescribed by law, such as the Standards and Testing Agency  
Ofsted  
Education and Skills Funding Agency including the Individualised Learner Record Service  
on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Certain information is also shared with other local authorities and public sector agencies including those responsible for youth support services where there is a legal obligation to do so.

This data sharing underpins school funding, informs educational policy monitoring and school accountability and intervention. This also includes the research into destinations of young people after they have left school or college and to evaluate Government funded programmes. Further information is available via <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

The National Pupil Database is owned by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. The law requires us to provide information about our pupils to the DfE as part of statutory data collections. Some of this information is stored on the national pupil database. To find out more about the National Pupil Database go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The Department for Education may share information about our pupils from the National Pupil Database with third parties who promote the education or well-being of children in England by conducting research or analysis, producing statistics and providing information, advice or guidance. They have robust processes in place to ensure confidentiality of our data is maintained and there are stringent controls in place regarding access and use of data. For more information about the

Department's data sharing process, please visit <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>.

The information we share with the **Department for Health** confirms which school children are attending (or have been allocated via the school applications process) to assist in planning the respective Public Health programmes detailed below.

NHS England has responsibility within the NHS by section 7A of the National Health Act 2006 and agreements made under it for the commissioning of a Child Health Information System services and systems.

Birmingham Community Healthcare NHS Foundation Trust (BCHCFT) is commissioned to maintain the Child Health Information System, as data processor on behalf of NHS England as the data controller.

Public Health England (PHE) now leads on public health nationally, on behalf of the Department for Health and responsibility for local public health now rests within Shropshire Council.

Both BCHCFT and Shropshire Council have a statutory obligation to support the delivery of a healthy child programme and the sharing of data ensures that service delivery is efficient in front line delivery, and therefore provides the best outcomes for children. The sharing of data with the NHS is required:

To enable the mandatory and statutory recording and reporting of Child Health data. to assist with checking that children of statutory school age living in the local authority are known to the local authority, GP's and BCHCFT

To assist the Named Nurse for Looked After Children in ensuring all Looked After Children have a complete immunization status.

Health screening services in Shropshire schools are provided by:  
Shropshire Community Health NHS Trust  
South Staffordshire and Shropshire Healthcare NHS Foundation Trust  
Shrewsbury and Telford Hospital NHS Trust.

These NHS trusts use information about pupils for planning and delivering a range of health services delivered at school. These include, vision screening, dental health surveys, height and weight measurements, school nursing and inoculation programmes.

#### School nursing and inoculation programmes

Public Health are responsible for all childhood immunisations as per national guidance as detailed in The Green Book 2006 and by Public Health England. There are a number of national immunisation programmes in the UK where the target population is school aged children. These aim to protect individuals from diseases such as cervical cancer, diphtheria, polio, tetanus, meningococcal disease (serogroups ACWY), and influenza.

#### Child Height and Weight Measurements

All local authorities in England are required to collect information on the height and weight of Reception and Year 6 school children as part of the National Child Measurement Programme. This data is used locally to inform the planning and delivery of health improvement services for children, and nationally to monitor trends in child obesity and support local public health initiatives.

The official authority for National Child Measurement Programme is provided by the Local Authority (Public Health Functions and Entry to premises by Local Healthwatch

Representatives) Regulations 2013 and The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.

As part of the National Child Measurement Programme, the height and weight of individual pupils may be provided to the child and its parents and this will require health services to maintain details of pupils' names for this purpose for a period designated by the Department of Health following the weighing and measuring process. No child's height or weight measurements will be given to school staff or other children.

### Dental Health Surveys

All local authorities in England are required to undertake dental surveys as part of a programme of work to help improve the dental health of people in their area. The official authority for dental health is provided by the NHS Bodies and Local Authorities (Partnership Arrangements, Care Trusts, Public Health and Local Healthwatch) Regulations 2012.

Guidance on the management of dental surveys among 5 year old children in primary schools is published by Public Health England.

### Vision Screening Programme

As part of a Healthy Child Programme administered by Public Health, the local authority is required to carry out Vision Screening for reception aged children by commissioning specially trained Orthoptists to test Childrens eyes to ensure that any eye defects are detected before a child is 6 years old. This enables timely intervention which gives children a chance at achieving their full visual potential, to promote good eye care, reduce health inequalities and improve the provision of treatment services.

### **Parental right to withdraw**

Parents or those with parental authority will be provided with the opportunity to withdraw their children from any of these programmes. This is administered at the school which they attend or direct from the health service.

The information we share, taken from School Applications and School Census data, includes the pupil name, date of birth, address, gender, name of school or allocated school and ethnicity and pupil reference number.

### **Lawful basis for sharing**

The lawful purpose for processing children's data for the purpose of health programmes is considered to be provided by:  
GDPR Article 6(1) (c) – processing is necessary for compliance with a legal obligation

GDPR Article 6(1) (e) - processing is necessary for the performance of a task carried out in the public interest or in the exercise of official duty  
GDPR Article 9(2) (h) - processing is necessary for medical diagnosis, the provision of health or social care treatment or the management of health or social care systems.

As a result of health services, the NHS may need to store information in your child's health record.

All of these organisations are "data controllers" for the information they receive and the data must only be used for specific purposes allowed by law.

We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.

### **How long will we keep your information for?**

We keep and dispose of all records in line with our corporate retention schedule and in line with statutory limitation periods for bringing a claim in law.

### **Keeping your data up to date**

We want to ensure any information we hold is accurate. You can help us by promptly informing us of any changes to the information we hold about you.

### **What are your rights in relation the personal data we process?**

Please refer to the main notice for this information.

### **Complaints and concerns about the handling of your personal information:**

Please refer to the main notice for this detail.

### **Under 13**

If you are accessing online services and are under the age of 13, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

### **Date this Notice was last reviewed:**

October 2025