

## Appendix 2

### **Elective Home Education (EHE) – Privacy Statement**

The London Borough of Hounslow collects and processes all information in line with the relevant Data Protection Legislation including the DPA 2018 and the GDPR. We are the data controller for your information which means we control how your personal information is processed and for what purposes.

The Elective Home Education (EHE) team provides support, advice and guidance to home educators living in the area. As a Local Authority we have a duty under S436A of the Education Act 1996 to make arrangements to establish the identities of children, of compulsory school age, in their area who are not registered pupils at a school and who are not receiving a suitable education otherwise. The Council has in place its own EHE policy and procedures, in line with the legislation and guidance in order to meet its statutory duties. This applies to children of compulsory school age who are not on a school roll and when the Council does not know if a child is receiving a suitable education other than being at school. The Council will make contact with all parent/carers once it has been identified that they may be home educating their child and invite parents to register with us.

We are required to use your data in order to comply with this statutory function. To this end, we collect and hold data for all children home educated whether registered with the Local Authority or not.

#### **Why register?**

By registering we can advise you of up and coming opportunities and events as well as offer advice and support on preparing your plan to home educate and beyond.

#### **Why do we need your personal information and what do we do with it?**

Children and young person's data is essential for the Local Authority to be able to support all areas of a child's development. Your personal information is provided to us by either your child's last school, health, other Local Authority service or you as a parent/carer. This allows us to meet our statutory duty with regard to identifying children of compulsory school age and ensuring they are receiving a suitable education.

The Council has a duty to retain accurate data on all statutory school age children. In order to comply with the applicable data protection legislation, including the DPA 2018 and the GDPR. We will write to you annually to ensure your personal information held is up to date.

If you do not inform us when your contact details or situation changes then we will not be able to work in partnership with you and assist you during your child's educational journey. Neither can we keep you updated on EHE events, information and services usually accessed through schools. More importantly we would not be able to satisfy ourselves that your child is receiving a suitable education and should whereabouts become unknown, your child could be classified as 'missing education'.

#### **What information are we collecting?**

Under the statutory requirements of the Local Authority we collect the following personal information:

- 📄 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 and exclusion information)
- 📄 other professional involvement (such as Access and Inclusion, Early Help, Social Care, SEN)
- 📄 EHE history (communication with families, contact reports and evidence of suitable education).

## **Our basis for processing and keeping your data secure**

We have the appropriate security measures in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way. We limit the access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

Processing your personal information is necessary for the performance of a task carried out in the public interest by the council.

## **Who do we share your information with?**

Information can only be shared without your consent in exceptional circumstances and where there are statutory grounds to do so, for example to safeguard a child at risk or prevent a crime.

Information provided by you to EHE will be used for the specific purpose of providing you with help, advice and services in relation to EHE. However, we may share generic aggregated demographic information with our internal partners such as Connexions (age 13+).

We hold data securely for the set amount of time in line with our organisational retention schedules.

## **Your rights under data protection law**

The EHE service shall at all times comply with the General Data Protection Regulation and the Data Protection Act 2018 in relation to all personal data.

We do not share information about our children and young people with anyone without consent unless the law and our policies allow us to do so.

Our Data Protection Policy Statement forms part of the agreement and includes the binding obligations on us covering the duration, nature and purpose of the processing.

Data provided to the EHE Service will be treated in confidence and in accordance with the requirements of the Data Protection Act 2018 (DPA) and the GDPR. This is also regulated by the Information Commissioners Office, <https://ico.org.uk>.

You can find out more information on how the Council uses your data and on your data subject rights in the Council's full privacy notice by following the link below:

Hounslow website: [www.hounslow.gov.uk/privacynotice](http://www.hounslow.gov.uk/privacynotice).

Should you have any queries regarding your privacy or this privacy notice please contact the Data Protection officer using the details below:

**Hounslow Data Protection Officer** Email: [dataprotection@hounslow.gov.uk](mailto:dataprotection@hounslow.gov.uk)

Telephone: 01702 215000

## **Complaints**

If you would like to discuss anything in this privacy notice relating to the EHE service, please contact: [ehe@hounslow.gov.uk](mailto:ehe@hounslow.gov.uk)

If you have a concern or complaint about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. You can refer your complaint directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/> following our investigation or at any time.

