



Privacy Notice Bristol City Council

Service Privacy Notice

Education Welfare Services

Bristol City Council is the data controller for the purposes of the Data Protection Act 2018 and other regulations including the UK General Data Protection Regulation (UK GDPR), which means it determines what your personal data is used for and why it is collected.

The purpose of this privacy notice is to tell you about how we collect and use personal data in connection with our service. We may update this privacy notice from time to time. When we do this, we will communicate any changes to you and publish the revised privacy notice on our website.

Our main address is City Hall, College Green, Bristol, BS1 5TR and our contact details can be found on [Bristol City Website](#)

What council services are covered by this privacy notice?

Education Welfare Service

The local authority has a legal responsibility for investigating attendance concerns and monitoring attendance due high levels of unauthorised pupil absences. We work with schools/educational establishments, supporting them through the attendance process. The local authority is responsible for the detection and investigation of offences in relation to school attendance. Where attendance remains a cause for concern, the local authority may take legal action under the relevant act.

How will this service use your personal data?

- The information you provide will help us support children and young people through the assessment process.
- We will use this information for completing and reviewing attendance progress over time and for planning the delivery of our service and other services.
- Your information may also be used in conjunction with our legal process for dealing with unauthorised absences.
- Your information may also be used to derive statistics to inform decisions on (for example) the funding of educational services in Bristol or for assessing the effectiveness of educational services. The statistics are used in such a way that individual children cannot be identified from them.
- The identification and prevention of education offences

Vetting of Chaperones

Bristol City Council holds the responsibility for the vetting of chaperones who work with children who are licensed under the Local Authority. Bristol City Council have adopted the Safer Recruitment procedures for this process.

How will this service use your personal data?

In the following circumstances you are required by law or contract to provide personal information.

- Checking you are legally entitled to work in the UK
- If necessary, gathering evidence for possible grievance or disciplinary hearings
- Making decisions about your continued engagement with Bristol City Council as a registered chaperone
- To prevent fraud
- To ensure you are suitable to work as a chaperone following the safer recruitment procedures.

Children in Employment and Entertainment

Bristol City Council has responsibility for the administration & the enforcing requirements and protection for those below compulsory school leaving age taking part in employment or performances. Under section 37 of the 1963 Act, a licence must be obtained before a child can take part in certain types of performance and/or certain activities.

How will this service use your personal data?

- Your data will be used to help and support us support you/your child through the children employment and entertainment process
- Your data is used to formulate the licence or work permit for your child
- Your information is used to make necessary checks to ensure children are protected
- The identification and prevention of child employment offences

Elective Home Education

Bristol City Council maintains a register of electively home educated pupils in its area (where it knows about them). Local authorities have no statutory duties in relation to monitoring the quality of home education on a routine basis. However, under Section 437(1) of the Education



Privacy Notice Bristol City Council

Act 1996, local authorities shall intervene if it appears that parents are not providing a suitable education.

How will this service use your personal data?

- Your information will help us support your family through the Elective Home Education (EHE) process.
- Your information is used for completing and reviewing elective home education oversight over time and for planning the delivery of our service and other services.
- We also use your information to derive statistics to inform decisions on (for example) the funding of educational services in Bristol or for assessing the effectiveness of educational services. The statistics are used in such a way that individual children cannot be identified from them.
- The identification and prevention of education offences

What data we need to collect and use?

To provide these services, we will collect and use some or all of the personal information below:

- Name(s) including Aliases
- Address(es)
- Contact details
- Date of birth
- Marital or relationship Status
- Employment history and status
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process)
- Employment records (including job titles, work history, working hours, holidays, training records and professional memberships)
- Disciplinary and grievance information
- Current School Details
- Education details
- Parent/carer details including name, address, phone number and email address
- Immigration Status
- Languages spoken
- Free school meals status
- National Insurance number

We may also collect and use some or all of the following special category information:

- Gender
- Any current medical conditions, disabilities, or special educational needs



Privacy Notice Bristol City Council

- Religious beliefs
- Confirmation of previous investigations / criminal convictions
- Ethnicity
- Sexual orientation

We get most of this information from you and from what we learn about you through your use of our services, but we may also get some information about you from:

- Your child's previous schools
- Any professionals involved with your child's education or care
- Previous employers

Who else might we share your personal information with?

Sometimes we may need to share your information, but we will only do so where we have a valid legal basis to share data. We will only share the minimum information for each circumstance. We may share some of your personal information with one or more of the following:

- Other Bristol City Council teams
- Other local authorities
- Licensed venues, production companies, agencies or potential employers when registering as a chaperone
- Education providers
- The Department of Education
- Department of Health agencies and / or the NHS

Will my personal data be sent outside the UK?

- Information may be sent outside the UK if a child is performing in the UK, and the license holder or production company is based outside of the UK.

No other personal information is routinely sent or held outside the UK. Should the transfer of personal information outside the UK become necessary, it will only take place if permitted by law, and then only where there are appropriate safeguards in place to protect the data.



Privacy Notice Bristol City Council

What is the legal basis for our use of your personal information?

The information below shows the legal bases we are relying on to use your personal or special category (sensitive) personal information.

You can see a list of the full legal bases we may rely on by looking at our main privacy notice. [\[Lawful basis guidance on the Source\]](#)

Personal information

Our legal bases for using your personal information are:

- To exercise our tasks in the public interest in line with 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 authority vested in the Bristol City Council.
 - The overarching legal gateway for the processing is provided by section 111 of the Local Government Act 1972, which allows local authorities “to do anything... which is calculated to facilitate, or is conducive or incidental, to the discharge of any of their functions”.
- Processing is necessary for compliance with a legal obligation to which Bristol City Council is subject
 - Employment of Women, Children and Young Persons Act 1920
 - Children and Young Persons Act 1933 and 1963
 - Education Act 1996
 - Child Protection at Work Regulations 1998 and 2000
 - Children (Performances and Activities) (England) Regulations 2014
 - The Children Act 1989
 - The Crime and Disorder Act 1998
 - The Anti-Social Behaviour Act (Penalty Notices) 2003
 - The Education Inspections Act 2006
 - The Education (Pupil Registration) (England) Regulations 2006
 - The Education (Penalty Notices) (England) Regulations 2007
 - The Education (Pupil Registration) (England) (Amendment) Regulations 2010
 - The Education (Pupil Registration) (England) (Amendment) Regulations 2011
 - The Education (Pupil Registration) (England) (Amendment) Regulations 2013
 - The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The data subject has given consent to the processing of his or her personal data for one or more specific purposes



Privacy Notice Bristol City Council

Special category (sensitive) personal information/criminal offence personal information

Our additional legal bases for using your special category information are:

- The data subject has given explicit consent to the processing of those personal data for one or more specified purposes

How long we will keep your personal information?

We will hold this information for as long as it is needed, or if we are required to do so by law. In practice this means that your personal information may be retained for the relevant period listed below:

- Until the 25th birthday of any children affected by the aforementioned processing, after which this information will be deleted.
- Personal information of chaperones will be retained for 6 years after leaving the post, after which this information will be deleted.

Your rights as a data subject

The law gives you a number of rights to control what and how personal information is used by us, including the right to access a copy of your personal information and withdraw your consent when we rely on your permission to use your personal data.

Full details about your rights can be found in our [main privacy notice](#). If you are unable to access our digital Privacy Notice, please [contact Citizens Services](#) whom will be able to send a hard copy.

To update or correct your information if it is inaccurate please [contact Citizens Services](#).

To access a copy of your personal information, more details and how to make a request can be found on the [data protection subject access requests page on the council website](#).

You can exercise any of these rights, ask questions about how we use your personal data or complain by contacting us at data.protection@bristol.gov.uk or by writing to our data protection officer at:

Data Protection Officer
Information Governance
Bristol City Council
City Hall
College Green
Bristol
BS1 5TR



Privacy Notice Bristol City Council

If you think we have dealt with your information inappropriately or unlawfully, you have the right to complain to the ICO at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Website: <https://ico.org.uk/>

V4.4