

Privacy Notice Bristol City Council

Service Privacy Notice

School Inclusion Circles

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. This privacy notice should be read alongside the councils [Corporate Privacy Notice](#).

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

What are School Inclusion Circles?

School Inclusion Circles are a series of multi-agency meetings at which different agencies come together in schools to find possible ways forward to promote the inclusion of children and young people. They are primarily led by the Educational Psychology Service within Bristol City Council.

The purpose of School Inclusion Circles are for staff to discuss a child or young person they would like some support with, in order to find a way forward to improve their current situation with colleagues and external professionals. Possible discussions might be around mental health, fixed-term exclusions, attendance, or participation in learning. Staff can also discuss groups of children or wider school issues (e.g., staff development needs, the school's graduated approach to a particular additional need, equity, and discrimination issues).

What data we need to collect and use

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

- Name
- Date of birth
- Educational history
- Gender
- Family details
- Mental health or physical details
- Race or ethnic origin

Privacy Notice Bristol City Council

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 social care files, health records, educational psychology files and school records.

How do we use your personal information?

We use this information for one or more of the following reasons:

- a) To allow professionals to check their organisation's system for relevant background information to understand the individual's situation and support needs
- b) To allow relevant professionals involved in promoting the welfare and wellbeing of children to understand the individual's educational history and current situation to plan support for improving their engagement in school
- c) To monitor patterns of individuals discussed and the impact of actions agreed at the School Inclusion Circles.

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:

This data will only be shared with professionals who are involved in the School Inclusion Circles run in the school you are connected with. These professionals include social workers, educational psychologists, mental health support workers, primary mental health specialists and school staff.

Will my personal data be sent outside the UK?

No 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.

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](#).

Privacy Notice Bristol City Council

Personal information

Our legal basis for using your personal information is to carry out a public task, meaning that we need the information to exercise our official authority and to carry out tasks in the public interests that are set out in law.

Special category (sensitive) personal information

Our additional legal basis for using your special category information is Substantial Public Interest with the conditions of safeguarding children (under 18) and statutory and government purposes. .

We are collecting this data because this data is necessary to carry out the Local Authority's responsibilities to provide multi-agency early intervention for children and young people, as required under the Children Act 2014 and Working Together to Safeguard Children 2023. We share this data to carry out quality and effective work and store this data to record decisions made.

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:

- Up to two years after the final review at a School Inclusion Circle.

After this, your personal 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 how we use and share your data and your rights can be found on our [Corporate 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](#).

Privacy Notice Bristol City Council

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
PO Box 3399
Bristol
BS1 9NE

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/>

Next annual review date: 1st March 2025

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