

Kirklees Virtual School Privacy Notice

Who are we?

We are a team of people who work to support the education of Children and Young People Looked After by Kirklees Council - we do this by:

- Championing your educational needs
- Helping to improve your educational outcomes
- Monitoring your attainment, progress and attendance and providing advice and support where appropriate.

What is personal data and why do we collect it?

Personal data is any information that can identify you such as your name and date of birth and also things like your gender and address.

There are some types of information, known as Special Category data, that we have to be extra careful with such as, ethnicity, language, religion and health/disabilities.

If you are a looked after child we may have to collect additional information such as care information, placement details and education information.

The main reason we collect personal data is so that we can see how you are getting on in school or college and to make sure how you are progressing is recorded properly. We also collect it because we have legal obligations and need to check that you are getting the right help and support in your education. We also make sure access to funding is available for your school to help you in your learning

How do we store your personal information?

Your information is kept safely and securely and only the people that need to see it can access it. We sometimes need to keep the information for a long time and there are rules about how long this must be.

Who do we share your information with?

We may sometimes have to share the information we have collected about you, but we will only share the minimum amount of information and only when required - for example with a new school so that they have the information they need to help and support you.

We may also have to share information with other departments such as school admissions and to Central Government who we are obliged to provide certain information to.

For some work we hide information so that nobody can tell who the data is about. This process is known as anonymisation. The data we collect helps us to analyse the information so that we provide children and young people with the best service possible. The information also helps to influence and to improve our services.

There are rules about who we can share your information with, and we will not share personal information about you with anyone else without your consent unless the law says we can.

Further information

Do I have a say in what happens to my personal data?

Yes you do. You have what we call 'rights' when we use your data. One of these is the right to know what we do with it. That's what this privacy notice is for.

You can ask us to tell you what personal data we have about you. If your personal data is wrong or incorrect, you can tell us and we will fix it.

The rights you have depend on what we use your data for. You can find more information about your rights on [Kirklees Council's data protection rights page](#). If you need any help understanding what this means then please ask an adult to help you, or contact us on the email below.

If you would like further information about this privacy notice, please contact:

Kirklees.virtualschool@kirklees.gov.uk

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at DPO@kirklees.gov.uk or by ringing 01484 221000.

You can also complain to the ICO if you are unhappy with how we have used your data. You can contact the ICO via the ['Contact us' page on their website](#), or by ringing 0303 123 1113.