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Elective Home Education Privacy Notice

What information do we collect

In the course of supporting elective home education and our duty to take action if we believe a child is not receiving suitable education we collect the following personal information when you provide it to us:

- 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, attainment and exclusion information)
- other professional involvement (such as Attendance and Inclusion, Early Help, Social Care, SEN)
- EHE History (communication with families, visit reports and evidence of suitable education)

We also obtain personal information from other sources including personal details, characteristics, educational history and professional involvement, from previously attended schools, NHS, other local authorities, and other CBMDC departments.

Who uses this information?

The Elective Home Education team

Why do we use this information?

We use your personal information to:

- maintain a record of children in Bradford who are known to be home educated
- provide advice and guidance to home educating families
- inform families about how to access services and facilities from other agencies that would generally be delivered via school
- advise and support families who request support with returning children to school or identifying a school place
- make arrangements to establish the identities of children who are not registered at a school and are not receiving a suitable education otherwise

What authority does CBMDC have to collect and use this information?

We collect and use your personal information to carry out tasks in the public interest. If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment).



Who are we likely to share this information with?

We share your personal information with:

- teams within Bradford working to improve outcomes for children and young people
- commissioned providers of local authority services (such as education services)
- schools
- schools and In-Year Fair Access (FAP) panels, when a school a place is required at the request of the parent or when a suitable education is not being provided and a school needs to be identified for the purpose of a School Attendance Order
- post-16 education and training providers
- partner organisations signed up to information sharing agreements, where necessary, which may include NHS, health visitors, midwives, police, doctors and mental health workers
- Department of Education, and other government departments, as required

We will share personal information with law enforcement or other authorities if required by applicable law.

How do we keep this information secure?

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit 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.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

When computers make any decisions about you

Not applicable.

When your data gets sent to other countries

Not applicable.

How long do we keep this information?

Your information is retained securely for the date of birth of the pupil + 25 years.

What are your rights?

You have the right to request CBMDC to stop processing your personal data in relation to any council service. See our [main Privacy Notice for details](#).

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