

How Redcar & Cleveland Borough Council

Process your Data

This notice applies to data submitted to Redcar & Cleveland Borough Council for the purposes of processing your application for free school meals, the pupil premium and home to school transport.

Why we collect and store personal data

For some of our services, we need to collect personal data so we can get in touch, or provide the service. We always try to make sure the information we collect is correct and isn't an invasion of your privacy.

Local Authorities hold information on pupils in order to provide education for pupils and in doing so must follow the Data Protection Act 1998. This means, amongst other things that the data held about pupils will only be used for specific purposes allowed by law.

This notice is to inform parent/carers or other applicants how we use the types of data that are held, why that data is held, and to whom it may be passed.

How we use your information

We will process (that means collect, store and use) the information you provide in a manner that is compatible with the Data Protection Act. We will endeavour to keep your information accurate and up-to-date and not keep it for longer than is necessary. In some instances the law sets the length of time information has to be kept, but in most cases the council will use its discretion to ensure that we do not keep records outside of our normal business requirements - i.e. providing a service to you.

Our aim is not to be intrusive, and we won't ask irrelevant or unnecessary questions. Moreover, the information you provide will be subject to rigorous measures and procedures to make sure it can't be seen, accessed or disclosed to anyone who shouldn't see it.

Information collected on pupils may also be exchanged with academies and schools as well as other departments in the Council, where this is required for statutory purposes or is deemed to be of benefit to the pupil, or to the provision of services for pupils' education or wellbeing. The LA also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them.

The statistics are used in such a way that individual pupils cannot be identified from them. Information on individuals held on computer systems may be kept after they have left school.