



# **Children Missing Education (CME)**

## **Privacy Notice**

## **Why do we need your information?**

**The data on this form is being gathered for the purpose of having appropriate oversight of Children Missing Education. Hertfordshire County Council will use this information to ensure that where a child is identified as a Child Missing Education, they can be supported and tracked back into education.**

**Hertfordshire County Council is obliged to collect and process this data under Section 436A of the Education Act 1996.**

## **What will we do with your information?**

The information you give us will be held by the Children Missing Education team/department within Children Services of Hertfordshire County Council and will only be used to:

- Administering the service we provide,
- Making decisions about the support you receive from us,
- Identifying if your child is not registered at a school and is not receiving an effective, suitable full-time education or where your child is at risk of missing education e.g. due to a reduced timetable,
- To make timely and effective enquiries to find out where your child is, if school and the Local Authority are unable to locate them,
- Education, training and development requirements of staff to ensure the best support for your child,
- To use safeguarding and legal powers where necessary,
- To conduct data analytics studies to review and better understand the support needed by children and young people and to ensure this support is available,
- For equal opportunities and monitoring purposes.

In order to deliver this service, we will share your information with relevant Education Health and Care agencies and Social Care services such as school, school nursing, social care, UK border agency, police, GP, Probation, where it is necessary to ensure the best outcomes for your child and to support their public duties, including the duty to safeguard and promote well-being and to prevent crime and disorder.

We may also collect or receive information from housing and council tax where it is necessary to establish where children may be living or located and with external parties such as:

- Schools
- Concerned professionals/members of the public
- Colleagues in other local authorities

We may also share information with third parties if we are legally obliged to do so, for example if it necessary to safeguard or protect a child.

We may also share information with the police or other agencies if it is necessary for the following purposes:

- a) the prevention or detection of crime
- b) the apprehension or prosecution of offenders
- c) the assessment or collection of any tax or duty or any imposition of a similar nature

## **How long will we keep your information?**

We will hold personal information securely and retain it until a young person reaches the age of 25, after which the information is made inaccessible to system users or securely destroyed.

## **What are your rights?**

Hertfordshire County Council will be the Data Controller for this information.

You have the following rights in relation to this data:

- You have the right to be informed about what information we hold about you and how we use it.
- You have the right to request copies of any information the Council holds about you by making a subject access request.
- If information we hold about you is factually inaccurate you have the right to have it corrected.
- You have the right to object to the way we are using your data.
- You have the right to request that your data is deleted. However, we may be unable to delete your data if there is a need for us to keep it. In this case you will receive an explanation of why we need to keep the data.
- You can also request that we stop using your data while we consider a request to have it corrected or deleted. There may be some circumstances in which we are unable to do this however we will provide an explanation if this is the case.
- In certain circumstances you may also request data we hold about you in a format that allows it to be transferred to another organisation.
- In the event that decisions are taken using automated processes you have the right to request that these decisions are reviewed by a member of staff and to challenge these decisions.

If you would like to request copies of your data, request that your data is deleted or have any other queries in relation to data which the Council holds about you please contact the Data Protection Team.

Data Protection Team  
Robertson House  
Six Hills Way  
Stevenage  
SG1 2ST

Email: [data.protection@hertfordshire.gov.uk](mailto:data.protection@hertfordshire.gov.uk)

You can also contact our Data Protection Officer at [dataprotection.officer@hertfordshire.gov.uk](mailto:dataprotection.officer@hertfordshire.gov.uk) or in writing to the address above.

If you are unhappy with the way that Hertfordshire County Council has used your data or with the way we have responded to a request, you also have the right to contact the Information Commissioner's Office [www.ico.org.uk](http://www.ico.org.uk).