# Summary Privacy Notice – Children and Young People Data

**For children and young people**

This privacy notice tells you how we use information we have about you, why we use this information, and also what rights you have.

Newcastle City Council takes data protection and the law seriously. The Council will only use your personal information in ways that the law says that we can. We will store your personal information safely.

The information we collect and use can include your name, date of birth, gender, ethnic origin, unique pupil number and NHS (National Health Service) number.

## Why we collect and use this information

The Council uses personal information to help us to make sure that you have a good education and to help us to care for you. Examples of how we might use your information include to help us with assessments about any special educational needs that you might have, and to help with free school meal applications.

The Council also uses your information to make decisions on school funding or making sure we have enough school places in Newcastle.

We may also use information in other ways. This will mainly include supporting the work of other organisations providing services to children, young people and families such as social care and some health services.

## How the law protects you

The Council collects and holds your information to help us to follow the law or to act in the best interests of the public. For example, the law says that we must keep children safe and protect their rights. To do this, we have to collect and use personal data to make sure that we do our job properly.

Sometimes we might ask you if we can use information in certain ways. For example, when we use photographs/videos for publicity purposes.

## Who we share your information with

Any sharing of information is always made:

* on a case-by-case basis
* using the minimum information necessary
* with appropriate security checks in place
* in line with the law.

Some of the organisations we might share your information with include Department for Education, Ofsted, NHS and other departments within the Council.

## Collecting and storing your information

We collect your information through a safe and secure system from schools. We also collect information directly from families. We also get information about you from other organisations where it can be done lawfully.

Your information is stored electronically on the City Council’s computer systems. Your information is also stored safely in other ways, including email accounts and in paper files.

We have good security processes in place to stop your information from being lost, or used in any way that we don’t know about.

If your personal information is lost or stolen then we will tell you about this where the law says we have to.

We will hold your information safely and keep it from when you are born until you reach the age of 25. If you have an Education, Health and Care Plan we will keep your information for 35 years after your Plan has stopped. After this your information is either stored away somewhere safe or it is destroyed.

## You can ask to see your personal information

The law says that you have the right to ask for a copy of the information we hold about you as long as you are 12 or older. If you are younger than 12, your parents or carers or guardians must ask for this information for you. Parents, carers or guardians are allowed to ask for personal information about their children, although if you are aged 12 or over then you must give your permission for this.

Details about how you or your parent or carer or guardian can do this can be found on the Newcastle City Council website**.**

## Contact

If you have any questions about how your personal information is handled, please contact our Data Protection Officer at [dataprotection@newcastle.gov.uk](mailto:dataprotection@newcastle.gov.uk) or by calling   
0191 211 6500.

**A full version of this privacy notice can be found on the Newcastle City Council website.**