

Learning and Achievement Service Privacy Notice

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on this web page. This Notice was last updated on 1st June 2020.

This privacy notice applies to the Learning and Achievement services

Applications for **free school meals** will be processed using an automated decision making tool. Manual checks can also be requested if and when necessary.

Applications for **school admissions** will be processed using an automated decision making tool. Prior to the automated decision makings, manual checks and data validation are completed on all of the information collated to ensure accuracy when the decision making automated process is completed.

How long we will hold your information

Child performance/exemption Licences, Chaperone Licences and Child work permits are held for 3 years.

Free school meal data is held for the eligible period plus 4 years. Unsuccessful applications are held for 1 month

Governor information is held for 3 years from the end of post.

NQT information is held for 6 years.

Safeguarding records (in line with Social Care teams)

School admissions data is held for 7 years

School Notes of Visits and Project Board Notes are held for 3 years

SEND assessment information for date of birth plus 30 years

Statutory Moderation and Monitoring records for EYFS, Phonics, KS1 and KS2 are kept for 4 years

There are a range of other retention periods affecting different types of information and service. More information about retention periods can be found in the [summary Disposal Schedule](#).

Please note stated retention periods may be subject to any legal holds imposed under the Inquiries Act 2005 that may concern the information and override standard retention periods.

Your information rights

You are entitled to a copy, or a description, of the personal data we hold that relates to you, subject to lawful restrictions. Please go to our [Make a Data Protection Request webpage](#) to find out how to make a request.

You may be entitled to rectification, restriction, objection, and erasure of your personal information depending on the service and legal basis. If you have any questions or concerns regarding your data please email Schoolservices@worcschildrenfirst.org.uk.

Please also see the Worcestershire County Council overarching Privacy Notice (<http://www.worcestershire.gov.uk/privacy>).