

Response to Requests made under the Freedom of Information Act (2000)

Reference: FOI0001

Response Date : 2231 January 2018

I can confirm that we do hold this information. Please see our response(s) below where we have either provided the information or explained the legal basis relied upon to withhold it

Question 1 - Whether your organisation (as similarly across England) completes the School Census or Alternative Provision census

We complete the School Census

Question 2 - Will you attach "reasons for placement" and/or SEND data about children who transfer out of mainstream school into your setting, to children's records for census submission (between January 18, 2018 and March 2, 2018

SEND Data is attached to census data

Question 3 - Do the data you hold and submit in the census contain reasons for exclusion? If so are those included the ones listed in school census guidance 2017-18 section 5.62 Exclusion Reasons?

Yes, they are the reasons for exclusion included in the School Census Guidance 2017 – 2018 section 5.62

Question 4 - What is the data flow process? Are your census data submitted through COLLECT or another mechanism to the Local Authority for completion and onward submission to the DfE, or do you submit directly to the DfE through COLLECT

We submit our returns through DfE collect

Question 5 - Please attach a copy of or provide a link to, any relevant standard privacy notice that you have issued to any pupil / parent who has been in your setting in the relevant period for the January 2018 census data collection

Privacy notice has been included below.

Children's Support Service
High Road, Langdon Hills, Basildon, Essex SS16 6HG

Telephone 01268 542367 Email office.langdon@css-essex.co.uk Website www.css-essex.co.uk

If you are not satisfied with our response, you have the right to ask us to review our handling of your request. If this is the case, please contact us.

If you remain dissatisfied after the outcome of the review, you have the right to refer the matter to the Information Commissioner's Office (ICO). We will provide further details of this right in a review outcome letter

A handwritten signature in black ink, appearing to read 'R Perkins', enclosed within a thin black rectangular border.

Rachel Perkins
Network and Data Manager
Childrens's Support Service

Privacy Notice – Data Protection Act 1998

We, Children's Support Service, are the Data Controller for the purposes of Data Protection Act. We collect information from you and may receive information about you from your previous school. We hold this personal data and use it to:

- Support your teaching and learning
- Monitor and report on your progress
- Provide appropriate pastoral care
- Assess how well your school is doing

This information includes your contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about you to anyone outside the school without your consent unless the law and our rules permit it. We are required by law to pass some of your information to the Local Authority (LA) and the Department for Education (DfE).

If you want to see a copy of the information we hold and share about you, then please contact the Centre office.

If you require more information about how the LA and/or DfE store and use this data, please go to the following website:

<http://www.essex.gov.uk/> and search for privacy notice.

If you are unable to access this website, you can request paper copies from the Centre Office.