



## **Privacy notice**

### **Data Protection and confidentiality**

Information for parents, children and young people about the personal data we hold and process, and your rights and access to records.

Luton Borough Council is the Data Controller for the purposes of the Data Protection Act.

The Data Protection Act 1998 gives you rights about how organisations handle data about you.

You have a right to know if we are holding information about you, what information we process about you, what we are using it for and who we may share it with.

This information is set out in a privacy notice. You can find these in the related documents section of this page.

You also have the right to have a copy of information held about you.

#### **What personal data do we collect and why?**

The data we collect includes personal characteristics such as name, contact details, ethnicity, medical information and any special educational needs.

The information you provide helps us to support your family and make sure that we meet our legal duties and responsibilities, for example to carry out an educational or social care assessment.

We then use this data to:

- provide you and your family with appropriate services
- measure whether our services are improving life for children and families
- help us develop and improve our services
- complete statistical returns to Government departments
- administer and protect public funds.

#### **Storing your data**

All information we record is stored securely and in accordance with the Data Protection Act 1998. You can also find out more information on our website at [www.luton.gov.uk](http://www.luton.gov.uk) [link to how we use your information]

The length of time we keep information varies depending upon different regulations. For example, we may keep the records of a child who has been in our care until their 75th birthday.

If there are no specific regulations we may keep information for shorter periods.

#### **Schools, early years settings, alternative provision and pupil support centres**

Schools and other settings each issue their own privacy notice to all new starters as they are data controllers for the purposes of the Data Protection Act.