

Privacy notices for:

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- Special Educational Needs and Disability
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Adult Skills and Education Service

1. What personal data is collected about you	We may collect the following information title, names, address, email address, telephone number, emergency contact name and contact number, date of birth, employment records, qualifications, household employment status, learner employment status, benefits status, eligibility & residency information (non uk/EU/EEA)
2. What special category data is collected about you	We may collect a range of special category data including: gender identity, ethnicity, disability status and disability information, Learning Difficulty Assessment, Education Health Care Plan, Disabled Student Allowance
3. Reasons why we use your personal data	Information is collected to meet Education and Skills Funding Agency requirements to enable courses to be delivered
4. Why we are allowed to use your personal data	We are allowed to use your data if you consent for us to do so, or if we have a legal obligation to do so, or to protect your vital interests.
5. Who we can share your personal data with	Your data will not be shared.
6. How long we keep your personal data for	Your personal data will be retained for 8 years following your enrolment.
7. Situations when your personal data might be sent to other countries	N/A

Adult Social Care

1. What personal data is collected about you	We may collect a range of personal data including name, address, date of birth, photographs, NHS number and national insurance number and financial details.
2. What special category data is collected about you	We may collect a range of special category data including: ethnicity, medical information, religion or philosophical beliefs.
3. Reasons why we use your personal data	Personal data is used to inform assessment under the Care Act (2014) of your needs and your wishes around how these needs can be met. It may be used to ensure your views are central to the delivery of any support and/or protection you may require. We may also use your data to fulfil our obligations under the Mental Health Act (1983) and the Mental Capacity Act (2005) or other relevant legislation aimed at ensuring your health and social care rights and needs are met.
4. Why we are allowed to use your personal data	We are allowed to use your data if you consent for us to do so, or if we have a legal obligation to do so, or to protect your vital interests.
5. Who we can share your personal data with	Your data may be shared with service providers who are, or intend to be, providing an individual service to you, Health Care agencies and professionals such as hospitals, GPs and Consultants engaged in meeting your health needs and other agencies involved in your protection and support such as police and fire brigade.
6. How long we keep your personal data for	Your personal data will be normally be kept for 7 years after your case is closed to Adult Social Care. If you have been detained under the Mental Health Act your data will be kept for 20 years.
7. Situations when your personal data might be sent to other countries	N/A

Barbican & Community Libraries – application for library membership

1. What personal data is collected about you	Name, address and date of birth.
2. What special category data is collected about you	None
3. Reasons why we use your personal data	Information provided on your form will be used for the purposes of administering and managing your membership of the City of London Library Service.
4. Why we are allowed to use your personal data	We collect this information from you as we have a contract with you regarding the lending of materials and the use of online resources.
5. Who we can share your personal data with	Your information will not be shared with other third parties unless there is a legal reason to do so. Where the City of London employs contractors to support the administration and management of your account the use of your information will be strictly controlled, managed and monitored.
6. How long we keep your personal data for	Your details will be deleted 3 months after you cease to be a member of Barbican and Community Libraries.
7. Situations when your personal data might be sent to other countries	<i>None</i>

Barbican & Community Libraries – non-membership data collection for events and services

1. What personal data is collected about you	Name and contact details. For some purposes we may include your date of birth.
2. What special category data is collected about you	None
3. Reasons why we use your personal data	We collect data about you to provide the following services: <ol style="list-style-type: none">1. To provide you with information about our services and service developments2. To offer you the opportunity to contribute your feedback3. To administer our exhibition, reader development, health and events programmes4. To administer our Unsigned London project5. To administer our volunteer programme
4. Why we are allowed to use your personal data	We have your consent
5. Who we can share your personal data with	We may share your data with trusted third parties who are our partners in providing services.
6. How long we keep your personal data for	We may keep your data for a period appropriate to the purpose for which it was collected. This will not exceed 4 years.
7. Situations when your personal data might be sent to other countries	If you participate in our surveys your data may be processed outside the UK.

Children's Social Care

1. What personal data is collected about you	Name, date of birth and address
2. What special category data is collected about you	<ul style="list-style-type: none"> • Characteristics (such as gender, ethnicity and disability) • Contact and referral information of a child referred to the service. • Episodes of being a child in need (such as referral information, assessment information, section 47 information, initial child protection information and child protection plan information) • Episodes of being looked after (such as important dates, information on placements) • Outcomes for looked after children (such as whether health and dental assessments are up to date, strengths and difficulties questionnaire scores and offending) • Adoptions (such as dates of key court orders and decisions) • Care leavers (such as their activity and what type of accommodation they have)
3. Reasons why we use your personal data	<p>To fulfil our statutory duties under Children Act 1989; Children Act 2004; Children and Young People's Act 2008; Childcare Act 2006; Carers and Disabled Children Act 2000; Care Standards Act 2000; Adoption & Children Act 2002; Immigration Act 2016; National Health Service Act 2006; Safeguarding Vulnerable Groups Act 2006; Education Act 1996; Education Learning and Skills Act 2008 and Child Poverty Act 2010.</p> <p>In addition, the City Corporation is part of the Child Protection Information Sharing national initiative which works with NHS England to improve the protection of children known to children's social work services. The project links the IT systems of NHS unscheduled care settings (hospital emergency departments, out of hours GPs, walk in centres, minor injuries units, paediatric wards, ambulance services and maternity units) to the IT systems used by children's social work.</p>

4. Why we are allowed to use your personal data	<p>We are allowed to use your data if you consent for us to do so, or if we have a legal obligation to do so, or where there are concerns that not to share the information would put a child at risk of harm.</p> <p>In addition, as part of the Child Protection Information Sharing national initiative, we will share information about children subject to a child protection plan; children in care (looked after) and pregnant women whose unborn child is subject to a pre-birth child protection plan.</p>
5. Who we can share your personal data with	<p>With consent or if we have a legal obligation to do so, or where there are concerns that not to share the information would put a child at risk of harm. In such circumstances we may share your information with services and/or agencies who are involved in children's lives (e.g. Health, education; police; probation etc).</p>
6. How long we keep your personal data for	<p>We hold data securely for the set amount of time shown in our data retention schedule.</p>
7. Situations when your personal data might be sent to other countries	<p>When we have your consent to do so, or if we have a legal obligation to do so, or where there are concerns that not to share the information would put a child at risk of harm.</p>

Early education and childcare

1. What personal data is collected about you	<p>Full name of parent/carer and child, date of birth of parent/carer and child, home address, name and address of nursery attended.</p> <p>We may also collect national insurance number, name and address of employer, financial status.</p>
2. What special category data is collected about you	<p>We may collect a range of special category data including: gender, ethnicity, special educational needs and/or disability or main presenting needs, medical information, social care status and developmental progress.</p>
3. Reasons why we use your personal data	<ul style="list-style-type: none"> • It is a statutory requirement to ensure the delivery of free early education entitlement places and to report to Government departments. • To support families access childcare. • For financial audit purposes. • For the delivery of services by the Dolly Parton Imagination Library. • To ensure the progress of all children with developmental needs are monitored.
4. Why we are allowed to use your personal data	<p>We have a legal obligation under the Childcare Acts 2006 and 2016.</p> <p>We are allowed to use your data if you consent for us to do so, or if we have a legal obligation to do so, or to protect your vital interests.</p>
5. Who we can share your personal data with	<p>Your data may be shared with the Department for Education, Educational Psychology service, Health Care agencies and professionals such as hospitals, GPs and Consultants engaged in meeting your and/or your child's health And social care needs.</p> <p>Personal data as provided to the Online Eligibility Checker, will also be shared with Granicus, a data processor, who are processing the personal data provided on our behalf.</p>

6. How long we keep your personal data for	<p>Your personal data will be normally be kept up to 6 years after your child has left the childcare provider.</p> <p>Any data kept on the Inclusion Register will be kept until the term after the child enters year 1 in primary school.</p>
7. Situations when your personal data might be sent to other countries	<p>Personal data provided to Granicus, as part of the Online Eligibility Checker will be held in Dublin, Ireland.</p> <p>All remaining data will be held in the UK.</p>

Education

1. What personal data is collected about you	<p>We collect a range of personal data including first name of parent/carer and child, surname of parent/carer and child, date of birth of parent/carer and child, home address, telephone number, looked after status, educational establishment. exclusions / behavioural information, attendance information (such as sessions attended, number of absences and absence reasons), social care involvement (such as children in need or looked after by the local authority) anti-social behaviour (such as involvements with police, courts, probation and violence in the home), previous employment details, National Insurance number, name and address of employer, financial status.</p> <p>We may also collect attendance details, unique pupil reference number, council tax, gender, educational attainment.</p> <p>For the purposes of the COVID Winter Grant Scheme we will also be collecting data in regard to your financial status. This will include parent name, parent date of birth, parent national insurance number, evidence of Council Tax payment, recent bank statement.</p>
2. What special category data is collected about you	<p>We may collect a range of special category data including medical information, disability, social, emotional and mental health.</p>
3. Reasons why we use your personal data	<p>The personal data provided is used to fulfil our statutory obligations under the Education Act 1996, the Education (Pupil Registration) (England) Regulations, School Standards and Framework Act 1998, Children and Young Persons Act 1933 & Children (Performances and Activities) (England) Regulations 2014 is to insure your child is receiving appropriate education in relation to age, aptitude and to ensure necessary safeguards are in place.</p> <p>The personal data provided will also be used to administer COVID Winter Grant Scheme</p>

4. Why we are allowed to use your personal data	<p>We are allowed to use your data for the following reasons:</p> <ul style="list-style-type: none"> • We have received your consent for us to do so. • We have a legal obligation to do so, in accordance with the Act's mentioned in section 3. • In order to protect your vital interests. • It is necessary for the performance of a task carried out in the public interest; this only applies to the administration of the COVID Winter Grant Scheme.
5. Who we can share your personal data with	<p>Data will be shared with educational, social care, health service providers as well as other local authorities who are, or intend to be, providing an individual service to you.</p> <p>These providers may include tutor agencies, children's and adult's social care services, such as the Educational Psychologist, Therapists such as Speech and Language, Occupational and Physiotherapists, Child and Adolescent Mental Health Services (CAMHS), GP's and other agencies engaged in assessing and meeting your needs.</p> <p>Where personal data is provided for the COVID Winter Grant Scheme this information will also be shared with the City benefits team.</p>
6. How long we keep your personal data for	<p>If personal data was collected for any grants or financial support, it will be held for 6 years.</p> <p>If data was collected for educational reasons it will be normally be held until your child is no longer of statutory school age.</p> <p>If data was collected for child employment purposes it will be kept for 25 Years from Date of Birth.</p> <p>If data was collected for chaperone registration purposes it will be kept for 6 years.</p>

7. Situations when your personal data might be sent to other countries

N/A

Education Strategy

1. What personal data is collected about you	Contact details, names and employment history.
2. What special category data is collected about you	None
3. Reasons why we use your personal data	Service delivery in the form of events hosted at the City of London Corporation. To provide information to the City of London Corporation's Education Board relating to the implementation of the Education, Cultural Learning and Skill Strategy. To enable the appointment of individuals to City of London Corporation academy governing bodies.
4. Why we are allowed to use your personal data	We have your consent. In the case of the City of London Academies Trust, we have a contract and legal obligation to collect certain data under the Sponsorship Agreement.
5. Who we can share your personal data with	We do not share your data with third parties. Your information may be shared with other Departments within the City of London Corporation.
6. How long we keep your personal data for	Information related to events will be retained for a three-month period from the date of the event. Data provided to the Education Board is published on the City of London Corporation and will become public records. Personal data relating to the appointment of governors will be retained for the duration of the appointment term, after which it will be deleted within one month.
7. Situations when your personal data might be sent to other countries	None

Homelessness and Rough Sleeping

1. What personal data is collected about you	Through our interview; applications and assessment procedures, the following information may be collected: Personal information such name and date of birth; contact information; housing history including addresses; demographic data such as gender; information relating to support or care needs and information relating to risk, either to you or others.
2. What special category data is collected about you	Examples of this might be your ethnicity; medical information or offending history.
3. Reasons why we use your personal data	To assist us in service delivery; statutory requirement set out in legislation and so we can report to Central Government departments.
4. Why we are allowed to use your personal data	There could be any number of legal justifications for collecting and holding your personal data. These three are the most relevant to the Homelessness & Rough Sleeping Team: <ul style="list-style-type: none">• We have gained your consent• We have a legal obligation to do so• To protect your vital interests
5. Who we can share your personal data with	Examples of the organisations and agencies we share your information with could be health agencies, other Local Authorities and Government departments such as Department for Work and Pensions or Ministry of Communities and Local Government.
6. How long we keep your personal data for	This might vary, but files are usually destroyed 6 years after we cease working with you.

7. Situations when your personal data might be sent to other countries	It would be highly unlikely for any of your personal data to be sent to another country.
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No First Night Out Programme

1. What personal data is collected about you	Your name, date of birth, address, telephone number, email address, next of kin details, income details and debt information, housing history.
2. What special category data is collected about you	Gender, sexual orientation, ethnicity, legal status, mental & physical health support needs, medical history, care history and offending history.
3. Reasons why we use your personal data	To deliver a service and to ensure the service access criteria is met. We also have a statutory requirement to report to Government departments.
4. Why we are allowed to use your personal data	1) We have your consent 2) We have a legal obligation 3) We have a contract with you 4) To carry out a public task
5. Who we can share your personal data with	Health agencies, other Local Authorities, Government departments, onward accommodation providers and other referral partners.
6. How long we keep your personal data for	6 years from the last point of working with you.
7. Situations when your personal data might be sent to other countries	Processing data using Real Systems

Pan London Substance Misuse Programme – Ipsos UK

1. What personal data is collected about you	<p>Ipsos UK have been commissioned by the Pan London Substance Misuse Programme to complete an evaluation of the programme and this includes complete a second set of stakeholder interviews.</p> <p>The Pan London Substance Misuse Programme will share stakeholders work email addresses with Ipsos UK once the professional has agreed to participate in the interviews.</p>
2. What special category data is collected about you	<p>No special category data will be shared with Ipsos UK.</p>
3. Reasons why we use your personal data	<p>On this occasion we are using your personal data to complete an evaluation of the Pan London Substance Misuse Programme. This evaluation will be used by central government to assist them in making future funding decisions for the programme.</p>
4. Why we are allowed to use your personal data	<p>We are allowed to use your person data on this occasion as we have your consent for Ipsos UK to contact you via email to arrange an interview.</p>
5. Who we can share your personal data with	<p>We will only share your personal data with Ipsos UK for the above specific purpose.</p>
6. How long we keep your personal data for	<p>The Pan London Substance Misuse Programme will retain your personal data until the end of the Programme. Ipsos UK will only retain your personal data until the end of the evaluation.</p>
7. Situations when your personal data might be sent to other countries	<p>There are no situations involved in the evaluation where your personal data will be sent outside of the UK.</p>

Special Educational Needs and Disability

1. What personal data is collected about you	Your name, address, date of birth, photographs, NHS number, educational establishment, telephone number, email address, gender and UPN number.
2. What special category data is collected about you	Ethnicity, home language, medical, educational and social care information, religion or philosophical beliefs.
3. Reasons why we use your personal data	Personal data is used to inform assessment under the Children and Families Act (2014) of the education, health and care needs of a child or young person, and their wishes around how these needs can be met. It will be used to ensure their views are central to the delivery of any support and provision you will require to meet these needs. We may also use your data to fulfil our obligations under the Care Act (2014), the Mental Capacity Act (2005) and the Equality Act (2010) or other relevant legislation aimed at ensuring your education, health and social care needs are met.
4. Why we are allowed to use your personal data	We are allowed to use your data if we have a legal obligation to do so, or to protect your vital interests.
5. Who we can share your personal data with	Your data may be shared with educational, social care and health service providers who are, or intend to be, providing an individual service to you. These providers may include nurseries, schools and colleges, children's and adult's social care services, and Health Care agencies such as hospitals, GPs and Consultants engaged in meeting your needs and other agencies involved in your support.
6. How long we keep your personal data for	Your personal data will be held from birth to the age of 25 years and a further 6 years after your case is closed to the Education and Early Years' Service.
7. Situations when your personal data might be sent to other countries	N/A

Sexual Health London e-service

1. What personal data is collected about you	Name, address, date of birth, telephone number
2. What special category data is collected about you	Ethnicity, gender identity, responses to medical and safeguarding screening questions, medical testing history, details of attendance with health providers that may have provided treatment.
3. Reasons why we use your personal data	The provision of services for the prevention, diagnosis and treatment of illness (as defined in the Health and Social Care Act 2012) to the residents of 27 London Authorities
4. Why we are allowed to use your personal data	Necessary to undertake a public task
5. Who we can share your personal data with	Sexual health clinics can access full personal data records. Data regarding the PrEP Impact Trial (https://www.prepimpacttrial.org.uk/) is reported to Public Health England and to the authorities who commission the service. These reports <u>do not</u> include any personal data such as: your name, date of birth, contact details, address or postcode.
6. How long we keep your personal data for	10 years after the last entry
7. Situations when your personal data might be sent to other countries	None