



02 January 2018

## FREEDOM OF INFORMATION REQUEST – 1476/17

Dear Sir/Madam

Your request for information has now been considered and the information requested is provided below.

### Request & Response:

1. The total number of individuals (children) whom you expect to submit these data for, as reflected on **December 31, 2017** (Estimated total number = )

#### Answer:

There were 38 children included in our Alternative Provision Census for 2017, we have not reviewed the numbers for the 2018 return as census day is not until 18th January

2. Confirm whether these data are from only children in Alternative Provision on 18 Jan 2018, or if it is a total retrospective in the year 2017-18 (Confirm: on census date or retrospective)

#### Answer:

The census requires that pupil records within the census period are included within the census return, for 2018 the census period is 20th January 2017 to 18th January 2018 inclusive

3. Please provide the information in the wording provided to parents and children about what data you collect and how those data are used after your submission to the Department for Education.
  - a. for example a copy of the privacy notice given to each child and / or parents of child for whom you will submit data on January 18, 2018 to the Department for Education (in AP on January 18, and retrospective 2017-18 as per answer (1))
  - b. An outline (no more than a sentence or two if it is not an official document, link to your website with the explanation, or a ready document if you have one) the method of the distribution of the answer to (3)(a) how the LEA carries out your fair processing duty of the Data Protection Act 1998, pre-data submission to the Department for Education.

#### Answer:

Privacy Notices should be issued by the alternative provisions, as they collect and hold the data for their pupils.

4. Confirm whether any data you provide to the Department for Education are optional, and if so, how that option is presented to children and parents, or if everything is required.

Answer:

The Alternative Provision census is a statutory return and it does not contain optional data items

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You can also complain to the Information Commissioner at:

The Information Commissioner's Office  
Wycliffe House, Water lane  
Wilmslow, Cheshire  
SK9 5AF  
Tel: 01625 545700

Yours faithfully

FOI Administrator  
Corporate Support Team, Rutland County Council