

# **Privacy Notice for Elective Home Education (EHE) and Children Missing Education (CME) aggregate data collection**

## **Who we are**

This work is being carried out by the Collections, Ownership and Governance Team which is a part of the Department for Education (DfE). For the purpose of data protection legislation, the DfE is the data controller for the personal data processed as part of this data collection.

## **How we will use your information**

We will receive personal data from the COLLECT (collections online for learning, education, children and teachers) portal. This data will help local authorities understand the true numbers of EHE children and CME in their area. It will also help to identify local issues that may be driving home education and potentially encourage more joined up working with other authorities who may be experiencing similar challenges. The provision of the data to DfE will help government understand the numbers of EHE and CME nationally and at local authority level, informing policy development aimed at supporting local authorities and future changes to the EHE framework.

The data relating to EHE and CME will be aggregate counts at Local Authority level, so no personal data will be collected on these topics. The personal data which will be collected relates to the local authority staff member completing the data return.

## **The nature of your personal data we will be using**

The categories of your personal data that we will be using for this project are:

- Surname
- Forename
- Telephone number
- Email address

## **Why our use of your personal data is lawful**

In order for our use of your personal data to be lawful, we need to meet one (or more) conditions in the data protection legislation. For the purpose of this project, the relevant condition is:

- Article 6(1)(a) that you have given your consent

## **Who we will make your personal data available to**

We will not be making your personal data available to any external organisations or any other teams within DfE.

## How long we will keep your personal data

The Department for Education will keep your personal data for up to 6 months after each data collection's closure date for the purposes of contacting staff who made the data collection return. After the 6-month period your personal data entered in the data collection return will be deleted.

## Your data protection rights

More information about how the DfE handles personal information is published here:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

Under the Data Protection Act 2018, you are entitled to ask if we hold information relating to you and ask for a copy, by making a 'subject access request'.

For further information and how to request your data, please use the '[contact form](#)' in the Personal Information Charter at

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

under the 'How to find out what personal information we hold about you' section.

If you need to contact us regarding any of the above, please do so via the DfE site at:

<https://www.gov.uk/contact-dfe>.

Further information about your data protection rights appears on the Information Commissioner's website at:

[Individual rights | ICO](#).

## Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting <https://www.gov.uk/contact-dfe> and state the name of this project.

Alternatively, you have the right to raise any concerns with the Information Commissioner's Office (ICO) via their website at <https://ico.org.uk/concerns/>.

## Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 1 September 2023.

**Contact Info:**

If you have any questions about how your personal information will be used, please contact us at <https://www.gov.uk/contact-dfe> and enter FAO Collections, Ownership and Governance Team as a reference. For the Data Protection Officer (DPO) please contact us via [gov.uk](https://www.gov.uk) and mark it for the attention of the 'DPO'.