

Coventry City Council (CCC) Privacy Notice for Extended School Non-Attendance Panel (ESNAP)

Coventry City Council Complies with the Data Protection Act and the UK GDPR and is registered with the Information Commissioner's Office (ICO) as a Data Controller. This Privacy Notice explains how personal information is going to be used, what for, who it will be shared with and why.

Why we collect and use Personal Data about you

We collect and hold personal information relating to requests for support under Section 19 of the Education Act 1996.

We use this information to:

- Make arrangements for the provision of suitable education at school or otherwise than at school for those children of compulsory school age, who, by reason of illness, exclusion from school or otherwise may not for any period receive suitable education, unless such arrangements are made for them.
- Determine if criteria is met under Section 19 duty and identify a bespoke package of support.
- Help us to develop and improve our service

We process personal data because it is necessary to comply with our legal obligations under the Education Act 1996.

What information do we collect about you?

- Name
- Address
- Date of birth
- Ethnicity
- Contact details
- Parent/Carer contact details
- Details of special educational needs and/or disabilities
- Medical information
- Behaviour information such as suspension or supported transfers
- Reasons why child is absent from school (attendance data)
- Academic information (Educational needs/ inclusion support)
- Other agency involvement

Who we share your personal Data with

We will share data with:

- Other Coventry City Council Departments
- Other organisations that provide services on our behalf
- InspirED Pathways

- Coventry Alternative Provision
- Educational Psychologists Teams
- SEMH Team
- Complex Communication Team
- Grapevine
- Any agencies necessary in terms of safeguarding measures –
- Early Help
- Social Care
- NHS Services
- Coventry City Maintained Schools and Academies

How long will we keep your information?

We will only keep your information for as long as we need to so we can give you the service you need, unless we must keep it for legal reasons.

Your Rights

You have the right to:

1. Ask to see the personal information we hold about you
2. Ask us to change information we hold about you if it is wrong
3. Ask us to delete the information we hold about you
4. Ask us to limit the way we use your personal Information
5. Data portability (have your data transferred to another Authority)
6. Complain to the Information Commissioner's Office

To exercise any of these rights please contact our Service via email:

Inclusion@coventry.gov.uk

Complaints

You have the right to submit a complaint if you are unhappy with the way your request is handled or disagree with a decision made by the council regarding your data. In these circumstances you can contact the Data Protection Team (DPO) and request a review of the decision.

If you are not satisfied with any outcome from the DPO you may wish to apply to the Information Commissioner's Office at:

The Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF.

Date of last review: August 2025