

## Privacy Notice Universal Transition Record

Bristol City Council is the data controller for the purposes of the Data Protection Act 2018 and other regulations including the UK General Data Protection Regulation (UK GDPR), which means it determines what your personal data is used for and why it is collected.

The purpose of this privacy notice is to tell you about how we collect and use personal data in connection with our service. We may update this privacy notice from time to time. When we do this, we will communicate any changes to you and publish the revised privacy notice on our website.

Our main address is City Hall, College Green, Bristol, BS1 5TR and our contact details can be found on [Bristol City Website](#)

### What data we need to collect and use?

To provide this service, we will collect and use some or all of the personal information below:

- Name
- Date of birth
- ***Assessment of learning in the Statutory EYFS early education assessments***
- ***Special educational need if applicable***
- ***Languages spoken***
- ***Receipt of educational premiums if applicable***
- ***Looked after (child in care) Status if applicable***
- ***Social care involvement if applicable***

We get most of this information from you and from what we learn about you through your use of our services, but we may also get some information about you from: **health and education providers, commissioned partners, family members, the child's legal representative**

### How do we use your personal information?

We use this information for one or more of the following reasons:

- To give information to the receiving school in order to improve educational outcomes and wellbeing.

### Who else might we share your personal information with?

Sometimes we may need to share your information, but we will only do so where we have a valid legal basis to share data. We will only share the minimum information for each circumstance. We may share some of your personal information with one or more of the following:



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What is the legal basis for our use of your personal information?

The information below shows the legal bases we are relying on to use your personal or special category (sensitive) personal information.

You can see a list of the full legal bases we may rely on by looking at our main privacy notice.

[\[Lawful basis guidance on the Source\]](#)

## Personal information

Our legal bases for using your personal information are:

- Processing of early education information is necessary for compliance with a legal obligation to which the Bristol City Council is subject including the Statutory Early Years Foundation Stage which is given legal force under an Order<sup>2</sup> made under section 39(1)(a) of the Childcare Act 2006. The safeguarding and welfare requirements are given legal force by Regulations<sup>3</sup> made under section 39(1)(b) of the Childcare Act 2006.
- To comply with the Bristol Written Statement of Action following the Ofsted SEND inspection 2019. Ofsted are given regulatory powers of education under the Childcare Act 2006.
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Bristol City Council and is carried out by the settings defined under the Free Early Education Entitlement funding.

## How long we will keep your personal information?

We will hold this information for as long as it is needed, or if we are required to do so by law. In practice this means that your personal information may be retained for the relevant period listed below:

- For a maximum of 3 years in order to inform planning for any future educational needs.

After this, your personal information will be deleted.

## Your rights as a data subject

The law gives you a number of rights to control what and how personal information is used by us, including the right to access a copy of your personal information and withdraw your consent when we rely on your permission to use your personal data.

Full details about your rights can be found in our [main privacy notice](#). If you are unable to access our digital Privacy Notice, please [contact Citizens Services](#) whom will be able to send a hard copy.

To update or correct your information if it is inaccurate please [contact Citizens Services](#).



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To access a copy of your personal information, more details and how to make a request can be found on the [data protection subject access requests page on the council website](#).

You can exercise any of these rights, ask questions about how we use your personal data or complain by contacting us at [data.protection@bristol.gov.uk](mailto:data.protection@bristol.gov.uk) or by writing to our data protection officer at:

Data Protection Officer  
Information Governance  
Bristol City Council  
City Hall  
College Green  
Bristol  
BS1 5TR

If you think we have dealt with your information inappropriately or unlawfully, you have the right to complain to the ICO at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Website: <https://ico.org.uk/>