



**Ethnic Minority &  
Traveller  
Achievement Service  
(EMTAS) Privacy  
Notice**

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**This Privacy Notice was last updated in March 2023 It is regularly reviewed and may be updated or revised at any time. Please refer to this page for the most up-to-date information [Ethnic Minority Achievement Service - Privacy Notice \(wigan.gov.uk\)](#)**

**It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes.**

## **1. INTRODUCTION**

Our core data protection obligations and commitments are set out in [Wigan Borough Council Primary Privacy Notice](#).

This notice provides additional privacy information for **the Ethnic Minority & Traveller Achievement Service (EMTAS)**. EMTAS is responsible for supporting the educational needs of children and their families who are from an Ethnic Minority or Traveller background.

## **2. WHAT PERSONAL INFORMATION DO WE COLLECT**

In order to carry out activities and obligations as providers of services to children, young people and their families, we process personal information in relation to:

- Name
- Title
- Address
- Telephone number
- Personal email address
- Date of Birth and gender
- Marital status
- Siblings
- Home language
- Country of origin
- Current school
- Previous school history
- Information provided by other educational settings
- Qualifications from previous countries
- Language assessment details
- Educational outcomes your child is working towards
- Your child's strengths and assets
- Identification numbers, such as Passport details or ARC (Application Registration Card).

**Please note that this is not an exhaustive list.**

We may also collect, store and use the following 'special categories' of more sensitive personal information:

- Information about you and your child's race or ethnicity, religious beliefs, sexual orientation
- Online identifier and factors specific to your child's physical, physiological, genetic, mental, economic, cultural or social identify. This could include reports from the police, court information/orders and health information, e.g. DNA
- Details of professionals involved in your child's care and information that they have about you and your child which outlines your support needs. This may include sensitive safeguarding information such as domestic abuse reports, neglect assessment, child sexual exploitation or medical reports.

**Please note that this is not an exhaustive list.**

### **3. HOW WE USE PERSONAL INFORMATION**

The main purposes for processing your personal information are:

Co-operating to improve the wellbeing of children, young people and families in relation to:

- Physical and mental health and emotional well-being
- Protection from harm and neglect
- Education, training and recreation
- Social and economic well-being.

We also use personal data to:

- Support your children's learning
- To monitor and report on their progress
- Provide appropriate pastoral care
- For purposes of safeguarding
- Assess the quality of our services.

### **4. LEGAL BASIS FOR PROCESSING**

The legal bases we rely on for processing your personal information are:

- It is necessary to protect the vital interests of the data subject (i.e. your child) and for carrying out obligations under social protection law in the substantial public interest (for special category data)
- It is necessary to perform our legal duties to safeguard and keep children safe in education and to carry out public tasks in the public interest under The Education Act 1996.
- Consent (where you have signed a consent form in relation to EMTAS involvement / Early Help/Start Well services)

## 5. WHO DO WE SHARE PERSONAL INFORMATION WITH



The Service will hold records on your child, including the Request for Service Involvement form, reports, file notes and information provided by other Education, Health and Care agencies. This will enable us to ensure your child gets the best possible support that is coordinated, joined-up and gives us an accurate record of the services that have been involved in the care of your child.

We will share information about your child with relevant Education, Health and Care agencies who have your consent or where it is necessary to safeguard your child or to ensure the best outcomes and support for your child. In this context these may include, but are not limited to:

- Schools
- Other council teams
- The Police, Home Office, Youth Justices services
- Health services
- SERCO Housing provider
- DWP
- Migrant Help
- Department for Health and Social Care
- Any other person or organisation exercising functions or engaged in activities in relation to children and adults in the Authority's area.

## 6. HOW LONG DO WE KEEP PERSONAL INFORMATION

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any future legal, accounting, or reporting requirements.

We must continue to retain necessary information in accordance with our corporate records policy to fulfil legal, statutory and regulatory requirements.

## 7. AUTOMATED DECISIONS

All the decisions we make about you involve human intervention.

## 8. COOKIES

To find out how we use cookies, please see [Cookies \(wigan.gov.uk\)](https://www.wigan.gov.uk/cookies).

## 9. YOUR RIGHTS

More information on how to seek advice in order to exercise your rights, raise a concern or complain about the handling of your personal information by the council can be found at [Wigan Borough Council Primary Privacy Notice](#)