

Data Protection Full Assessment Impact Assessment Id: #688

1.0 Screening Information

Project Name

New Worcester City Secondary School

Name of Project Sponsor

Sarah Wilkins And Andrew Spice

Name of Project Manager

Anna Field

Name of Project Lead

Sarah Wilkins And Andrew Spice

Please give a brief description of the project

Delivery of a new secondary school on site at Newtown Road to meet the needs of Worcester City families and allow us to provide a 5% surplus across the Education Planning Area.

Data Protection screening result

Will require a full impact assessment

Equality and Public Health screening result

Will require a full impact assessment

Environmental Sustainability screening result

Will require a full impact assessment

1.1 Background and Purpose

Background and Purpose of Project?

To support your answer to this question, you can upload a copy of the project's Business Case or similar document.

The provision of places for secondary school pupils in the Worcester City Education Planning Area is the key mainstream sufficiency risk in Worcestershire over the next five years. Mitigating this risk is necessary to meet our statutory and strategic aims over the next five years.

We have seen that the number of children seeking a year seven place in Worcester City has been consistently increasing over the last decade. The population of Worcester continues to grow, with increasing cohort numbers due to enter year seven over the next six years, as well as substantial housing planned for the City and surrounding area as part of the South Worcestershire Development Plan. In Autumn 2020 there were fewer than 10 spare places in year seven across the City, which represents a 0.7% surplus.

Across any Education Planning Area in Worcestershire we seek to maintain a 5% surplus of places. This is an important factor to meeting the strategic aims as outlined in the Worcestershire Education and Skills Strategy (2019 – 2024) and ensures:

- Families have an element of choice and increase the likelihood that families receive one of their top two preferences;
- all children who move into the City during the school year are offered provision within 20 days; and
- all children who want to access a place in their local community are able to do so, reducing school travel times.

The oversubscription criteria of schools favour pupils living closest to the school when oversubscribed from in-catchment or feeder schools. Therefore, schools on the outskirts of Worcester City are disproportionately affected by this strain, notably children living within Warndon Villages, Warndon, Claines, and looking into the future, those families moving onto housing developments on the outskirts of the City. We have seen a year on year decline in pupils at schools in these areas receiving an offer for their preference secondary school.

The growth of housing in the City will be particularly focused on the South and South East, which is supported by two secondary schools; Nunnery Wood High and Blessed Edward Oldcorne Catholic. The rise in population in this region is expected to continue with significant housing developments approved in the South Worcester Urban Expansion land allocation. Provision in the South is currently below forecast need for the next five years, with demand approximately four forms of entry (120 places) higher than these two secondary schools can currently support.

The level of additional places required provides us with an opportunity to deliver a new secondary school to meet short-term and long-term growth of Worcester City.

The provision of a new Secondary School in the City would meet the sufficiency needs of Worcester and allow us to provide a 5% surplus across the Education Planning Area.

The provision of a new Secondary School to meet this need was approved by Cabinet on 4th February 2021.

This project aligns to the Council's requirement to:

- The Local Authority's statutory requirements to provide a sufficiency of school places;
- The ability of the Worcestershire County Council to meet the aims agreed within the Education and Skills Strategy
- Providing local schools which can be accessed by active travel routes is key to the Council's core priorities of 'Protecting the Environment' as set out in our Corporate Plan 'Shaping Worcestershire's Future 2017 to 2022

Upload Business Case or Support documents

No files uploaded

Project Outputs

Briefly summarise the activities needed to achieve the project outcomes.

The project output will be a new 4FE secondary school in Worcester City with sports facilities available for use by the community. This will be delivered via a number of workstreams:

- Land, procurement and delivery - acquisition of suitable land and construction
- Education - Academy Sponsor selection and consideration of educational requirements of the school (e.g. inclusivity)
- Communication and engagement - stakeholder management and consultation
- Legal
- Mitigating school places - ensuring sufficiency of school places in Worcester

Project Outcomes

Briefly summarise what the project will achieve.

- Sufficiency of school places for all secondary age pupils in Worcester City
- A reduction in travel times and car use for secondary age pupils travelling to school
- Certainty that all pupils in Worcester City can attend a secondary school in their community
- Longevity of secondary school sufficiency in Worcester in line with housing growth
- Increase in jobs for school staff in Worcester

Is the project a new function/service or does it relate to an existing Council function/service?

Existing

Was consultation carried out on this project?

Yes

1.2 Responsibility

Directorate/Organisation

Worcestershire Children First

Service Area

Education and Early Years

1.4 Specifics

Project Reference (if known)

Not Recorded

Intended Project Close Date *

September 2027

1.5 Project Part of a Strategic Programme

Is this project part of a strategic programme?

No

2.00 File(s) used instead of completing the form

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7 Application Details

Last Updated Date Time

01/03/2024 15:03:43

Screening Submitted Date Time

26/02/2024 11:21:42

Last Reopened Date Time

No Date Recorded

Full Impact Submitted Date Time

01/03/2024 15:03:43

Approved/Rejected Date Time

01/03/2024 15:04:11

Current User Dashboard Request Status

Complete

8.0 People with access to the original screening

[Anna Field \(afield1@worcestershire.gov.uk\)](mailto:afield1@worcestershire.gov.uk)

[Daria Silva \(DSilva@worcestershire.gov.uk\)](mailto:DSilva@worcestershire.gov.uk)

8.1 People with access to this data protection assessment

[Anna Field \(afield1@worcestershire.gov.uk\)](mailto:afield1@worcestershire.gov.uk)

[Daria Silva \(DSilva@worcestershire.gov.uk\)](mailto:DSilva@worcestershire.gov.uk)

9 Direct Questions

Question:

Hello both,

Thank you for the submission. This afternoon I quickly reviewed the DPIA and am now seeking further clarifications on certain points. I would be grateful if you could respond to these:

1. It is not 100% clear from the submission about what is the purpose for capturing and processing personal data in relation to this DPIA. At least part of this processing relates to the consultation requirements for planning. Are there any other purposes for

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processing personal data for this project?

2. The two lawful basis chosen were Public Task and Contract. I am confused about how Contract is relevant here - is the processing of personal data necessary for us to deliver a contractual service to them? Dependent upon the rationale for this work, Legal Obligation may also be a lawful basis for processing because we, as the planning authority in this situation, are required under The Town and Country Planning (Development Management Procedure) (England) Order 2015 to undertake a formal period of public consultation.

3. What U Drive and which SharePoint site will this be stored in? Why will they be stored in two separate areas?

4. Has a completely new MS Teams site been considered for the storage of information relating to this project, so that automated retention periods can be applied?

5. Will there be any personal data that is shared with third parties?

6. Will this project require the creation of a new Privacy Notice? If not, what Privacy Notice are you intending on utilising when capturing personal data?

Many thanks,

Philip Bouchier

Asked by Philip Bouchier (PBouchier@worcestershire.gov.uk) at 28/02/2024 14:55:58

Anna Field (afield1@worcestershire.gov.uk), and Daria Silva (DSilva@worcestershire.gov.uk) have been asked this question.

Response:

1. There are no other known purposes for capturing personal data.

2. This was a misunderstanding on our behalf.

3. We use the SharePoint site for sharing information across teams. Teams may also use team only U drive areas.

4. No, not yet

5. No

6. Privacy notices are included in formal public consultations.

Regarding the 2 surveys that have been carried out for the new Worcester City secondary school there was not an opportunity for respondents to provide personal data as we only asked for postcodes. As no personal data was being requested we used the following confidentiality statement:

Confidentiality

By completing this voluntary survey, you agree to your responses being collated, processed and analysed by Worcestershire Children First and Worcestershire County Council. All the information you provide will be treated as private and confidential and held in accordance with General Data Protection Regulation (GDPR).

The results will be analysed and used for the purposes of considering the proposal for a new secondary school in Worcester. Any report published or shared with other organisations or individuals will never contain anything that could identify you.

When other surveys require some form of personal data from the respondent we use the opt-in function – eg “Do want to be kept informed about.....” with a yes/no response and those that indicate yes are then asked for contact details with the specifics about what the express purpose of the collecting the personal data is and what it will be used for. In these cases we reference the WCC full privacy notice: www.worcestershire.gov.uk/worcestershire-county-council-full-privacy-notice -(Interestingly Outlook is not allowing me to paste it in as a link today!)

Philip Bouchier (PBouchier@worcestershire.gov.uk) at 29/02/2024 08:47:49

Response:

- Can you please remind me what personal data is being processed for this project? If it is not for the consultation, is it just the school census data or anything else?

Just census data

- Following on from that question, in the DPIA it states that we are capturing information about name, age, address, email address, home phone number, mobile phone number, postcode and work related training awards. What type of records are these? For

example, is all from the school census data? Or is it possible that some of these categories of personal data are NOT being captured and processed for the purpose of this project?

The name, age, address, of all primary school children living in Worcester City is used to assess the demand for secondary school places – this is taken from the School Census. I am not aware that we capture email address, home phone number, mobile phone number, postcode and work related training awards for anyone.

- If there are future plans for further consultations, are you intending on having paper records? And if you are, what are you intending to do with these paper records (e.g. data input the information into the relevant system / scan them / store them)? As I mentioned above, Jane explained this has nothing to do with her team.

No future plans for consultation

Philip Bouchier (PBouchier@worcestershire.gov.uk) at 01/03/2024 14:55:00

[Add Response](#)