

PRIVACY NOTICE - Data Protection Act 2018 and General Data Protection Regulation 2018

How we use children/young people's information

The EPS Team processes personal information relating to children and young people and may receive this information from current or archived paper files, schools, parent/carers, current and previous educational/care settings, the Shropshire Council ICT provider (ONE Support), other Shropshire Council Teams, other LA SEN Teams.

This information will include the child/young person's and family contact details, national curriculum and attainment data including assessment results, attendance/exclusion information, information from previous/current early years providers/schools/post 16 providers, any information from other LA SEN Teams, any health/medical information, any social care information and any personal characteristics such as their religion and ethnic group.

We hold this personal data to:

- consider and conduct a psychological assessment;
- consider and recommend learning and mental health interventions;
- provide education advice and training to teachers and TAs for children and young people with special educational needs;
- be able to monitor, review and report on pupil progress;
- ensure the safeguarding of children and young people;
- ensure the medical health, safety and wellbeing of children and young people.

Our lawful basis for processing information is:

- **Legal obligation** - processing is necessary to comply with the law (SEND Code of Practice)
- **Public task** - processing is necessary to perform a task in the public interest
- **Vital Interests** - processing is necessary to protect someone's life.

Sharing Data

We are required, by law, to pass certain information about children/young people to the Department for Education (DfE). If you need more information about how Shropshire Council or DfE collect and use your information, please visit:

Shropshire Council LA Website: <https://www.shropshire.gov.uk/access-to-information/>

DfE Website: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations that we are most likely to share personal data with are:

- Shropshire Council ICT service providers (ONE Support and SharePoint)
- Other Shropshire Council LA Teams (Admissions, Compass, Early Help, Early Years, Portage, Education Access, Social Care, Adult Social Care, Targeted Youth Support, Tuition, Medical and Behaviour Support Service (TMBSS), Specific Speech and Language Impaired Children's Team (SSLIC)
- Other LA SEN Teams (if moving in or leaving Shropshire)
- Virtual School for Shropshire and other LAs
- Any previous/current/possible transitioning Early Years provider/School/Post 16 Provider
- Within the Educational Psychology Service
- Child and Adolescent Mental Health Service (BU)
- Sensory Inclusion Service
- Shropshire Community Health Trust (e.g. Child Development Centre)
- Other health professionals

- Other external professionals
- The Department for Education (DfE)
- Ofsted
- Any transitioning school or educational/care setting

Protecting your personal data

To ensure personal data information is kept safe we have the following controls in place:

- the information will not be used for any purpose other than those stated in this notice
- the information will be held within secure systems/locations, with appropriate levels of security, that comply with relevant data protection legislation
- the information will only be shared for lawful purposes and with an appropriate level of security that complies with relevant data protection legislation
- the information will not be held for longer than is necessary, after which it will be securely destroyed. In line with Shropshire Council's Retention Policy
- the information will be processed in accordance with Data Protection Act 1998 legislation and the General Data Protection Regulation (GDPR) which comes into force on 25 May 2018

We will not give information about our children/young people to anyone without your consent unless the law and our policies allow us to do so.

Your rights regarding personal data

Please contact the Educational Psychology Service if you wish to:

- amend any personal records we hold
- access any personal records we hold
- have any personal information we hold corrected
- have any personal information we hold erased
- restrict how personal information we hold can be used or shared
- object to personal information being held
- have any personal information we hold transferred to a third party

Requesting access to your personal data

Under data protection legislation parents/carers and pupils have a right to request access to information about them that the LA holds. This is called a subject access request. To make a request for your personal information please contact the Information Governance Team on 01743 252774 information.request@shropshire.gov.uk

Concerns regarding processing of data

Should you have any concerns relating to how we, as a team, obtain, use, store or share any personal data please contact: Steve Laycock, Interim Principal Educational Psychologist on 01743 258414 or eps@shropshire.gov.uk.

If however you are dissatisfied with our response to your concerns you can of course contact the:

Information Commissioners Office*
 Wycliffe House
 Water Lane
 Wilmslow
 Cheshire
 SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number
 Fax: 01625 524 510, Website: <https://ico.org.uk/>

* The Information Commissioners Office deals with concerns and complaints relating to data protection and freedom of information legislation.