

## **Privacy Notice for Children & Young People, Wakefield Inclusion & SEND Support Service (WISENDSS)**

Here at Wakefield Council, we take your privacy seriously and will only use your personal information for the purpose(s) listed in section 2 below. This notice provides details of how the Council collects and uses information (data) about you.

Children and young people's specialist services cover a range of different services to support children, young people and their families and carers to improve their lives at home, in education and in learning.

We will keep your information (data) secure at all times.

### **1. Who we are:**

a) The Controller for the information we hold is Wakefield Council.  
Contact details:

Telephone: 01924 306112

Email: [dataprotection@wakefield.gov.uk](mailto:dataprotection@wakefield.gov.uk)

b) The Council's Data Protection Officer is the Corporate Information Governance Team Manager.

Contact details:

Telephone: 01924 306112

Email: [dpo@wakefield.gov.uk](mailto:dpo@wakefield.gov.uk)

### **2. How we use your data:**

WISENDSS needs to collect the following information about you/your child

We collect and use the following information:

- Personal information (including name, date of birth and contact details)
- Identifiable information (including NHS number, National Insurance Number, Unique Pupil Number)
- Characteristics (including gender, language, and ethnicity)
- Details of any special educational needs for children
- Where appropriate, relevant medical information for children or parent carers
- School attendance/exclusion information for children and young people
- Any additional personal information that is necessary for us to assess and provide you with the service you require
- Previous involvement with specialist services
- Deliver Specialist Services to provide services to children, young people, and their families, in order to improve outcomes, from 0-25 years.

In addition to sharing within the Council information about children, young people, and their families, it may sometimes also be necessary to share anonymised information with external organisations, such as:

- Schools and educational settings – To support the inclusion of those children and young people with SEND, children looked after and those missing education.
- Academies - To support the inclusion of those children and young people with SEND, children looked after and those missing education.
- Clinical Commissioning Groups (CCGs) – To support and provide health services to children and young people.
- Department of Education (DfE) –The DfE uses anonymised data to help with policy formation, performance management and funding, examination data and analysis and to assist with the development of good practice.
- Service Providers and Commissioned Providers – To commission provision for children and young people.
- NHS and voluntary organisations to support the health, wellbeing and care needs of children and young people.

In addition, your data may be accessed by Internal Audit and the Counter-Fraud Team as they are required to hold, or have access to, information from systems and processes across the Council so that we can:

- Fulfil legal (Accounts and Audit Regulations 2015, and Local Government Act (1972) and mandatory professional requirements (Public Sector Internal Audit Standards) to prove an internal audit function.
- Investigate referrals made under the Council's Counter-Fraud Framework, including the Whistleblowing Policy.
- Participate in national and local counter-fraud schemes, such as the National Fraud Initiative, to help protect the public purse.
- Maintain the central register of applications for RIPA (Regulation of Investigatory Powers Act 2000)
- Ensure the effectiveness of the Council's governance, risk assessment, and control process. This forms part of the Head of Internal Audit Annual Assurance Opinion, which is incorporated into the Annual Governance Statement.
- Facilitate the prevention, deterrence and detection of bribery, corruption, fraud and money-laundering committed against the Council.

Should you decide not to provide any of the information we request from you we may be unable to work with the school or your child effectively. We would however comply with our statutory duties under the SEN Code of Practice 2014.

### **3. What authority does the Council have to collect and use this information?**

In order to provide a service to you/child we need to collect and use information about you/child which is covered legally by the following:

- Education Act 1996
- Children and Families Act 2014
- Equality Act 2010
- Care Act 2014
- Chronically Sick and Disabled Persons Act 1970

The lawful basis we rely upon for processing your information is:

We have a public task to process your data

#### **4. How long will we keep your data?**

We will keep your child's personal information collected for the purpose(s) detailed in section 2 for a period of 35 years after the child has left school after which time it will be deleted from our systems. The reason for keeping information for this period of time is the right to see information gathered about them once they reach adulthood and the option to challenge decisions/actions therefore they could request their information.

#### **5. Your rights and your personal data?**

Under the GDPR you have the following rights:

##### **Right of Access**

You have a right of access to the personal information that the Council holds about you, and/or the right to be given a copy of the data undergoing processing.

##### **Right to Rectification**

You have the right to request that the Council corrects any personal data if it is found to be inaccurate, incomplete or out of date.

##### **Right to Restriction of Processing**

You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

##### **Right to Object to Processing**

In certain circumstances, you may have a right to object to the processing of your personal data.

##### **Right of Complaint**

You have a right to lodge a complaint with the Information Commissioner, please find contact details below.

Information Commissioner's 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

To exercise any of your rights, you should contact the Data Controller's representative as shown in section 1b.

## **6. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

## **7. Changes to this Notice**

We will review this notice regularly, and no later than every 2 years, to ensure it remains accurate and relevant, unless legislative changes require this sooner.

We take your privacy seriously and will only use your information the way we have said in these notes. Your data is kept on a secure, protected, database and day to day access to the full information is restricted to WISENDSS team in Wakefield Council.