



Privacy Notice for Children & Young People, SEND Support Service

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.

Data Protection legislation changed on 25 May 2018. This Transparency Notice is to let you know how your information will be collected, stored and shared and you can make sure your information is as up to date as possible. The new data protection legislation is the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

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

b) If you have any queries regarding your information that we are using for the purpose outlined in section 2, please contact the Controller's representative. Contact details:

Special Educational Needs Disability Support Service – senss@wakefield.gov.uk

- Specialist services are provided through a range of approaches, particularly to groups of children and young people who are vulnerable in some way, for example they may have Special Educational Needs and/or Disability (SEND), poor attendance at school or illness.
- Specialist Services have a number of teams, each dealing with different support activities. This includes supporting children through SENDSS which includes; Communication, Interaction & Access Team, Children's Sensory Impairment Team, Social, Emotional & Mental Health Team, in house Residential and Non-Residential short breaks.
- Specialist Services also works in partnership with a number of education providers, and commissions support and services from within Wakefield.

c) The Council's Data Protection Officer is the City Solicitor: Contact details:

Telephone: 01924 305211

Email: dpo@wakefield.gov.uk

2. What do we use your information for?

We use this information to:

- Deliver Specialist Services to provide services to children, young people and their families, in order to improve outcomes, from 0-25 years.

3. What type of information do we hold and use?

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

4. On what grounds do we use the information?

In order to provide a service to you we need to collect and use information about you 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

5. How do we collect this information?

We collect this information via a number of methods including:

- A service request form
- An assessment of needs
- During meetings with you or visits to your home and school/ educational setting
- We also collect information via post, emails and telephone conversations
- Via professional / service reports

6. Who will we share your information with?

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.

7. How long do we store it and is it secure?

The Council has retention schedules in place to ensure that information is only held for as long as it is needed which is 35 years after the child has left school

Details of how we keep your information secure are available on the Wakefield Council website – www.wakefield.gov.uk

8. Consequences of not providing the data

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

9. What rights do you have?

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 Erasure

In certain circumstances, you may have the right to request your personal data is erased.

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 Portability

You have the right to request the Council provide you with your personal data and where possible, to transmit that data directly to another data controller. However, this only applies to data that you have provided to us and not to all the information that the Council holds about you.

Right to Object to Processing

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

Automated Decision Making

Part of our process includes automated decision making. You have a right to not be subject to a decision based solely on automated processing.

Right of Complaint

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

Further processing

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

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.

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 SENDSS team in Wakefield Council.