The SEN Team

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

How we use children/young people's information

The SEN Team processes personal information relating to children and young people and may receive this information from themselves, parent/carers, current and previous educational/care settings, the Shropshire Council ICT provider (ONE Support), other Shropshire Council Teams, other LA SEN Teams, the Department for Education (DfE) and other external professional agencies.

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 possibly conduct a statutory joint educational, health and care needs assessment;
- consider if top up funding is required for children/young people with identified SEN;
- include in an Education, Health and Care Plan/Graduated Support Plan (if applicable);
- consult with transitioning educational/care settings for future placements
- provide education support for children and young people with special educational needs;
- be able to monitor, review and report on 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) for statutory returns. 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
- Any previous/current/possible transitioning Early Years provider/School/Virtual School/Post 16 Provider
- Other Shropshire Council LA Teams (Admissions, Compass, Early Help, Early Years, Education Access, Free School Meals, ONE Support, Passenger Transport Team, Portage, Schools Funding Team, Social Care, Adult Social Care, Specific Speech and Language Impaired Children's Services, Targetted Youth Support, Tuition Medical Behaviour Support Service)
- Other Local Authority SEN Teams (if moving in or leaving Shropshire)
- Information advice and support service (IASS)
- Mediation Provider

- Special Educational Needs & Disability Tribunal (SENDIST)
- The Department for Education (DfE)
- Ofsted
- The National Health Service Trust
- South Staffordshire & Shropshire NHS Foundation Trust
- Shropshire Clinical Commissioning Group
- Educational Psychology Service
- Sensory Inclusion Service
- Other health professionals
- Other external professionals

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 hold 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 SEN Team 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
- 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: Julie Farebrother, SEN Administrative Manager on 01743 254502 julie.farebrother@shropshire.gov.uk

If however you are dissatisfied with our response to your concerns you can of course contact the Information Commissioners Office (ICO), 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
Website: https://ico.org.uk/