

# Privacy Notice

This document describes how and why we collect, store, protect, process and share the data you give us. We collect personal data to help us provide educational support services to children, young people (CYP) and their families.

Date of Issue: 5<sup>th</sup> October 2018

## Update History:

5 <sup>th</sup> October 2018	First issue of a new Privacy Notice
13 April 2022	Minor amendment to contact details of the Data Protection Officer

Directorate: Education  
Service: Special Education Needs  
Team: Learning Support comprising:

- Early Development and Inclusion Team (EDIT)
- Cognition and Learning Team (CALT)
- Autism Spectrum Team (including Advisory Teachers and Family Advisor)
- Specialist Inclusion Support Service (SISS)

## About the Organisation

West Berkshire Council is the Data Controller. This means it is ultimately responsible for the data it holds about you.

Contact Address:

West Berkshire Council  
Market Street  
Newbury  
Berkshire  
RG14 5LD

ICO Registration Number: **Z6825178**  
<https://ico.org.uk/ESDWebPages/Entry/Z6825178>

## The Data Protection Officer

Contact details for the Data Protection Officer at the Council can be found at:  
[www.westberks.gov.uk/dpofficer](http://www.westberks.gov.uk/dpofficer)

### What data will we collect about you?

Referrals are made to the Learning Support Teams by schools and medical professionals with parental consent. When a referral is made to one of the Learning Support Teams the following information may be collected about your child and you:

- Name, Date of Birth, Age and National Curriculum Year Group of the Child/Young Person (CYP)
- Home address of the CYP
- Contact details of parent (Postal address, phone numbers, email address)
- The educational setting attended (if the CYP is at a setting)
- The characteristics of the CYP (Special Educational Needs, Disability, gender)
- The SEN status of the CYP (no SEN, SEN Support, EHC Plan, or if under EHC assessment)
- Attainment and progress data about the CYP
- Pupil premium funding
- Attendance pattern
- Any other concerns from the educational setting about the CYP's development and progress
- Details of support and intervention being provided by the educational setting (current and past)
- If other services (including educational, medical and social care) have been involved with the CYP (for example one of the Learning Support Services, Educational Psychology Service, Disabled Children's Team, Therapy Services) and what the involvement related to
- Relevant medical information about the CYP, including any diagnoses or areas of concern
- The reason for the CYP being referred to one of the Learning Support Teams
- The views of the CYP
- The views of the parent/carer

The data held by the Learning Support Services is held to support the delivery of services provided by one or more of the Learning Support Teams.

### Notes of visit

The teams may hold planning meetings with educational settings where a CYP may be discussed. The contact at the educational setting is asked to confirm that verbal consent has been given by the parent/carer of the CYP before specifically naming the CYP. If verbal consent is not confirmed the CYP will be referred to anonymously.

### Reports and consultation records

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Members of the Learning Support Teams may produce a report or consultation record relating to work with a CYP or family. This will include personal and confidential information related to the CYP and the family. A copy of the report will be sent to the educational setting when the setting is the referrer, the setting will provide a copy for parents/carers. Where the referrer is a medical professional a report may be sent to them and if this is the case a copy will also be sent to parents/carers.

### **What will we use your data for?**

The Council collects data about the CYP to ensure they can be correctly identified and that contact can be made between the Council, the CYP, the parents/carers, the educational setting, other educational services, medical professionals and social care. The data we collect is used to:

- identify any additional needs
- indicate appropriate support and intervention
- inform assessments and/or observations – including providing information for statutory assessments, suggested provision and possible educational placement discussions
- support the CYP's learning and development, and monitor progress
- support families where a child has additional needs
- share relevant information with families through newsletters and email
- share information between partner agencies and organisations
- assess the impact of our services and evaluate their effectiveness

### **Who will see your data?**

Your data and your child's data will be seen by suitably trained members of Learning Support Services.

We may also share your data with other teams in the council, external organisations and agencies, these may include:

- SEN Assessment Team
- Educational Psychology Service
- Other Council Teams in Education (for example Education Welfare Service, School Admissions)
- Disabled Children's Team
- Other Children's Social Care Teams
- Adult Social Care Teams
- Educational settings (pre-schools, nurseries, schools and other relevant educational settings)
- Other Local Authorities
- Your child's GP
- Medical professionals (including Therapy Services (Occupational Therapy Service, Physiotherapy Service & Speech and Language Therapy Service), Health Visitors, School Nurses, CAMHs)

We will not share your data unless there is a clear need to do so.

We won't sell your data, or use it for any other purposes than those listed in this notice.

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## **Why do we do this?**

The Council observes the requirements of the “Special educational needs and disability code of practice: 0 to 25 years” published by the Department for Education. The guidance in this Code of Practice is in turn based on the requirements placed upon local authorities by Part 3 of the Children and Families Act 2014. As such, the Council processes this data because it is required to by UK law.

West Berkshire Council also processes data in the public interest as part of its role as a Public Authority. Processing data is necessary in order for the Learning Support Services to provide services to CYP, families and educational settings.

## **How long will your data will be kept?**

Your data will not be kept any longer than necessary. You can check how long the organisation will keep each type of data against West Berkshire Council’s retention schedule ([www.westberks.gov.uk/retention](http://www.westberks.gov.uk/retention) ).

## **How is your data stored and processed?**

Your data may be stored on the Council’s electronic database designed for holding educational information called CAPITAONE and also on the databases held by the Learning Support Team. Data that is held electronically is protected using up-to-date security measures. Where data is stored in paper format, this is stored securely and in an access-controlled manner.

## **Transfer overseas**

Your data will not be stored or sent outside of the UK.

## **Your rights**

You have a number of rights when it comes to the data we hold about you. These are detailed on our request form ([www.westberks.gov.uk/dprequest](http://www.westberks.gov.uk/dprequest) ) that also allows you to make a request for us to take action about something.

## **Complaints**

If you’ve already told us we need to do something, but we haven’t responded in a way you’re satisfied with, you can complain to the Information Commissioner’s Office (the ICO). It’s easiest to do this online via the ICO website (<https://ico.org.uk/concerns/handling/> ), but you can also do so in writing to:

The Information Commissioner’s Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire

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