

DATA PROTECTION ACT 2018

PRIVACY STATEMENT (SEN Team)

In accordance with the Data Protection Act 2018, the SEN Team aims to meet the highest standards when collecting and using personal information. This is a specific privacy policy which explains how the SEN Team collects and uses your personal information, the purposes of this, who it might be shared with and why.

The categories of information that we collect, process, hold and share

The SEN Team will process personal information relating to the child or young person with special educational needs and we will also hold personal data of parents and/or carers of the child/young person. The information we collect will be held in both paper and electronic forms and may include:

Types of Personal Data	Special Category Information
Name, Date of Birth, Address, Unique Personal Number, NHS Number, Social Care Number and Photos.	Health information including physical and mental health and Racial and ethnic origin.

Why we collect and use this information

The information we collect is used for the purposes of co-ordinating and managing the education, health and care needs assessment process, issuing, maintaining and reviewing EHC Plans and securing and monitoring appropriate educational provision for children and young people with complex special educational needs and disabilities (age 0-25), in accordance with relevant legislation and the SEN Code of Practice. The SEN Team will ensure that your personal data is processed securely and limited to only the necessary amount of data which we require in order to carry out our statutory functions.

The lawful basis on which we process this information

The SEN Team have a legal responsibility to assess and make the necessary educational provision to meet the special educational needs of children and young people who have been identified to the team. This is a statutory process set out in the Children and Families Act 2014 (Special Educational Needs and Disability Code of Practice: 0 to 25 years). As such, the SEN Team are legally permitted under the Data Protection Act 2018 to process and share personal information without consent, where the processing is necessary for the purposes of carrying out these statutory functions.

Who we share this information with

Where necessary, the information we hold will be shared with the relevant professionals involved with the child or young person and professionals required as part of the statutory process. These



may include:

➤ Educational Psychology Service	➤ Designated Medical Officer (NHS)
➤ Children's Therapy Services (Speech and Language Therapy, Physiotherapy, Occupational Therapy)	➤ Mental Health Services (Child and Adolescent and Adult)
➤ Community Paediatrician Team	➤ Health Visiting Team
➤ General Practice (GP) Surgeries	➤ Continuing Care Team
➤ Other specialist medical teams who already have involvement with the child/young person eg hospital consultant, school nursing team.	➤ Educational placements (including nurseries, maintained schools, academy schools, specialist schools and provisions, local further education colleges, training providers, non-maintained or independent schools)
➤ Specialist Teacher Adviser Service	➤ Portage Service
➤ Social Care Teams	➤ Portsmouth School Admissions Team
➤ Portsmouth Attendance and Monitoring Team	➤ Portsmouth NEET Team (Not in Education or Employment)
➤ Portsmouth Careers Team	➤ Portsmouth Virtual School
➤ Other Local Authority SEN Teams	➤ Children's Education Advice Service
➤ Portsmouth's Multi-disciplinary advisory panel (Inclusion Support Panel)	➤ Portsmouth City Council Legal Services
➤ South East SEN Benchmarking (Anonymised data)	

How long we will keep this information

The SEN Team will keep paper and electronic files until the end of the calendar year of the subject's 35th Birthday, in accordance with Portsmouth City Council's Corporate Retention Policy, which can be viewed on our website here: https://www.portsmouth.gov.uk/ext/search-results?search_keywords=retention%20

Requesting access to your personal data

The SEN Team will often share records with you during interactions with you or your child as appropriate, however, under the Data Protection Act 2018, you have the right to request access to all of the information about you that we hold. If you would like to make a request, please contact:

Data Protection Officer
Portsmouth City Council
Civic Offices,

Portsmouth,
PO1 2AL
Email: DataProtection@portsmouthcc.gov.uk
Telephone: 023 9268 8482

Further Information

Portsmouth City Council's general Data Protection privacy notice contains further information about how the Council collects and uses personal information and details of your rights under the Data Protection Act 2018. This can be viewed here: <https://www.portsmouth.gov.uk/ext/the-council/data-protection-privacy-notice>

If you would like to discuss anything in this privacy notice, please contact the SEN Team on 023 9284 1238 or email sen.education@portsmouthcc.gov.uk

If you have a concern about the way we are collecting or using your personal data, we ask that you raise this with the City Council's Data Protection Officer in the first instance:

Data Protection Officer
Portsmouth City Council
Civic Offices,
Portsmouth,
PO1 2AL
Email: DataProtection@portsmouthcc.gov.uk
Telephone: 023 9268 8482

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

SEND

