

Privacy Notice: Portsmouth Early Years Panel

This privacy notice tells you about how Portsmouth Early Years Panel (EYP) collects and uses personal information. It applies to information we (EYP) collect about your child.

What information do we collect?

Portsmouth Early Years Panel collects information about your child that is relevant to their development in the early years, including any language needs, whether your child has a special educational need or disability (SEND), the name of the Early Years setting your child attends, and any childcare or health professionals involved with your child. Information is collected from parents/carers, the Health Visitor or Paediatrician, and Early Years setting (if your child attends one).

Sometimes, information from other sources is provided to us by parents/carers, or with parental/carer consent. For example, there may be a report from another professional about which you would like Portsmouth Early Years Panel to know.

Why do we collect your information?

Portsmouth Early Years Panel uses personal information to ensure that the relevant agencies and/or services are involved in assessing and supporting your child's development in their early years.

How we use your information

Portsmouth Early Years Panel uses personal information to decide which agencies and/or services can help to assess and support your child's development. We can refer to these agencies and/or services and we ask them for information so that we can keep track of your child's progress. We can request a place at the Solent academy specialist school, if your child meets criteria. We can assess if the Early Years setting your child attends meets criteria for some additional funding (SENDIF) to support their development.

How do we keep personal information secure?

All Portsmouth Early Years Panel staff are trained to ensure that personal information is kept securely. Our emails are all secure.

How long do we keep hold of personal information?

Early Years records are kept for six years beyond a young person's eighteenth birthday. Where details are passed on to other teams or services in Portsmouth City Council, they will be kept only as long as necessary and in accordance with the Council's retention schedule.

Access to personal information

You can find out if we hold any personal information about your child from the Business Support Team for Portsmouth Early Years Panel who can tell you the process for making a 'subject access request'

Early Years Panel
Floor 2 Core 6
Civic Offices
Guildhall Square
Portsmouth
PO1 2EA

023 9268 8781

Sharing or disclosing personal information

Portsmouth Early Years Panel will inform you when we contact other agencies and/or services so that you can see what actions have been taken when your child has been discussed at Portsmouth Early Years Panel. The Early Years Panel will share reports that have been sent with your referral form to the Panel with other teams and services to whom a referral is to be made, for example, the Paediatrician or the Educational Psychology Team.

Panel members may invite other Panel Invitees, subject to approval by the panel Chairperson for example other nursery or health visiting staff who are a primary source of referrals to the Panel and whose professional development would benefit from attendance. Panel Invitees may be absent on request of the panel Chairperson for any part of the Panel meeting in order that the Panel may discuss matters in confidence where necessary.

Complaints or queries

If you have a complaint or query about how Portsmouth Early Years Panel collects and uses personal information, want a change to be made to your child's record or want to object to our processing of your child's information, please contact:

Liz Robinson
Head of Inclusion - Portsmouth Early Years Panel
Children, Families and Education
Floor 2 Core 6
Civic Offices
Guildhall Squares
Portsmouth PO1 2EA

023 9268 8781

liz.robinson@portsmouthcc.gov.uk

For details of Portsmouth City Council's privacy policy, retention schedule and how the City Council collects and uses personal information, please see the [Data Protection Privacy Notice](#) on the Council's website at <https://www.portsmouth.gov.uk> or contact dataprotection@portsmouthcc.gov.uk

You can contact the Information Commissioner's Office (ICO) for independent advice about data protection/privacy/information sharing at this address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

0303 123 1113 (local rate) or 01625 545 745 (if you prefer to use a national rate number)

Changes to this privacy notice

This privacy notice was last updated on 3rd November 2021