

Privacy Notice

Bristol City Council is the data controller for the purposes of the Data Protection Act 1998 and other regulations including the General Data Protection Regulation (Regulation (EU) 2016/679), which means it determines what your data is used for and why it is collected. The purpose of this privacy notice is to tell you about what information we collect about you when you use our service, how we use that information and who we may share it with.

The contact details of the data controller are **Bristol City Council Inclusion Service 0117 9222444**

What data we need to collect and the legal basis for processing it:

To provide this service, we will collect the name of your child/young person and if the child is not able to give informed consent him or herself, your name as primary carer. We will also collect a date of birth, address and information relating to psychological assessment such as a summary of academic attainments, strengths and areas of need. We are collecting this data *because we are required to under the Special Educational Needs and Disability Code of Practice: 0 to 25 years statutory guidance for organisations, which work with, and support children and young people who have special educational needs with your consent.*

(If data is processed due to a contractual or legal obligation) If you don't allow us to use your data this will mean that we will be unable to complete a full and comprehensive psychological assessment.

How long we will keep your data for:

We will hold this information until the young person is 25 years of age. After this, your information will be deleted or archived.

Why we need to collect your data:

We will use this information for completing and reviewing educational progress over time and for planning the delivery of our service.

Who we share your data with and why

This data will be shared with you, your school, and with other people who work with you and the local authority SEN team where you live. For example, when requesting an education, health, care assessment, and when other professionals who are already working with you request information to support their work with you.

If we have your consent to use your data

Working with you is an important part of our role and during the assessment and intervention process we will share our written reports. We ask for consent to work with you and to store your information to assist us in our work. Please let us know on 0117 9222444 or tradingwithschools@bristol.gov.uk if you no longer wish to work with us.

Where we have received your data from a third party:

(Where data has been received from a third party) We typically receive data from your school or other professionals that work with you such as a doctor or speech therapist or we may have received information from the BCC SEN team. The data we receive is usually in the form of a report that will have also been sent to you. The school or other professionals should have asked your permission before sharing this data with us. BCC SEN team share this data with us under *the Special Educational Needs and Disability Code of Practice: 0 to 25 years*. Sometimes we received information in a secure email. This information is saved in a restricted access folder of the BCC IT system and the email is deleted.

Your rights as a data subject:

You have the right to ask for access to your data and where data is found to be inaccurate to have that data corrected. In certain circumstances you have the right to have data held about you erased, or the use of it restricted. You may be able to object to processing and may also have the right to have your data transferred to another data controller.

You also have a right of complaint to the Information Commissioner's Office (ICO) at www.ico.org.uk if you think we have not dealt with your information in a proper manner.

You can ask to see what information we hold about you and have access to it. You can do this by contacting:

Senior Data Protection Officer
Bristol City Council
ICT Commissioning and Information Governance
P O Box 3176
BRISTOL
BS3 9FS
Data.protection@bristol.gov.uk

Other questions about the data being processed may also be sent to the above address.

Fraud Prevention and Detection:

Bristol City Council is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for auditing, administering public funds, or where undertaking a public function, in order to prevent and detect fraud. For more information visit www.bristol.gov.uk/data-protection-foi/fraud-prevention-and-detection.