

**EDUCATION REFERRAL
FOR AN OCCUPATIONAL THERAPY ASSESSMENT**

SEND TO:

AMP & Capital Strategy Manager
Education Asset Management Team
Strategic Property
Place
PO Box 3176
Bristol
BS3 9FS

DATE

NAME OF SCHOOL.....

ADDRESS.....

CONTACT PERSON TELEPHONE NUMBER.....

IS THE CHILD'S FAMILY/CARER AWARE OF THE REFERRAL? Yes/No(If no, please inform)

CHILD'S DETAILS

NAME DOB Gender: Male Female

ADDRESS

.....

.....

TELEPHONE NO

NAME OF PARENT(S)/CARERS

OTHER RELEVANT AGENCIES/SERVICES INVOLVED if any

.....

.....

.....

.....

REASON FOR REFERRAL AND OTHER RELEVANT INFORMATION

.....

.....

.....

.....

Name of referrer

Signed.....

Privacy Notice Education Referral for Assessment

Bristol City Council is the data controller for the purposes of the Data Protection Act 1998 and other relevant regulations. The purpose of this privacy policy 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 P.O Box 3176. Bristol. BS3 9FS

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

To process the application for adaptations for your Child's Educational need to attend mainstream school we will process your Child's name, Address, telephone number, DOB, Gender & the Parent / Carer name.

We are collecting this data because Bristol City Council have a Legal obligation to make adaptations for special educational needs to enable attendance at mainstream school.

How long we will keep your data for:

We will hold this information for the duration of the work of the adaptation to be carried out.

Why we need to collect your data:

We will use this information for being able to progress your Child's individual needs to attend a mainstream school

Who we share your data with and why:

This data will be disclosed to Occupational Therapists in the Children's Disability Team and/or Sensory Support Team, depending on the needs of your child. Both Teams are part of the Education Department within BCC.

If we have obtained your consent to use your data:

You are freely able to withdraw your consent for us to process your information at any given time.

Yours rights as a data subject:

You have the right to request 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 as well as the right to have your data transferred to another data controller.

You have the right to object to the processing of your information and to have any inaccurate information corrected. You also have a right of complaint to the Information Commissioner's Office (ICO) at www.ico.org.uk if you think we have dealt with your information in an inappropriate manner.

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 <https://www.bristol.gov.uk/data-protection-foi/fraud-prevention-and-detection>

You can ask to see what information we hold about you and have access to it. You can do this, by contacting: Data.protection@bristol.gov.uk

Senior Data Protection Officer

Bristol City Council

ICT Commissioning and Information Governance

P O Box 3176

BRISTOL

BS3 9FS

Any further questions regarding the data being processed may also be sent to the above address or to the data controller.