

Privacy Notice for Educational Psychology service

**DATE: October 2018
V1.0**



Educational Psychology Service

Our core data protection obligations and commitments are set out in the council's **primary** privacy notice at www.bolton.gov.uk

This notice provides additional privacy information for:

- People accessing the Educational Psychology Service
- Partners working with Bolton Council

It describes how we collect, use and share personal information about you

- In relation to the Educational Psychology Service
- the types of personal information we need to process, including information the law describes as 'special' because of its sensitivity

It is important that you read this notice, together with any other privacy information we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

The information collected and held will vary dependent on the service used.

Purpose(s)

We collect your personal information for the following purpose(s):

We deliver an Educational Psychology Service to schools, colleges and early years settings. This involves working with children and young people who have/may have additional needs in a variety of ways. For example, consultations, observations and/or assessments. We also work with parents/carers, school staff and other agencies to achieve the best outcomes for the child/young person. This may or may not involve writing a report. We also deliver a service for Children Looked After and a Critical Incident Support Service. We have a statutory duty. This is to provide psychological advice to contribute to the Education, Health and Care Needs Assessment.

The data that we collect includes the following:

- Early Help Assessments provided by school
- Assessment forms
- Observation notes
- Consultation notes from meetings with parents/school staff and children/young people
- Case notes
- Reports written by us and by other services

We gather this data during our involvement and use it to inform our advice/reports.

Categories of personal data

In order to carry out these purposes we collect and obtain:

Data from Local Authority databases and/or the Early Help Assessment i.e.: child's name, address, date of birth, ethnicity, primary language, gender, names, address and contact numbers for parents and information regarding any special requirements that parents may have. This may include information regarding concerns relating to the child, assessment results, observation notes, records of meetings/phone calls and reports received from other agencies detailing the findings of their assessments/concerns.

Legal basis for processing

The legal basis for processing your personal information is:

The Department for Education's Special Educational needs Code of Practice published in 2014 and the Children's and Families Act 2014 underpin the statutory process for assessment for an EHC Plan. Within the Code, the graduated approach (5.40-5.48 EY and 6.61 Schools, 7.23 Colleges) details how SENCoS should request the involvement of specialists to support them in meeting needs in settings. Educational Psychologists are named within these documents to support meeting the needs of children with SEN. The lawful basis for holding your personal data is '*Public Task*' as we need the information to carry out our public functions as set out in law.

Consent for a service referral is also cited as the legal basis for processing personal data.

Information sharing/recipients

We may share personal information about you gathered during our work with the child/assessments with the school and the family and with other agencies who request it with the consent of parents. These agencies include other Council services, health partners, schools, colleges and other Local Authorities.

We will not normally share your information with organisations other than our partner organisations; however, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Only the minimum information for the purpose will be shared.

As well as information collected directly from you, we also obtain or receive information from:

A range of other services but mainly: school, Speech and Language Therapy, Occupational Therapy, CAMHS, Physiotherapy, Paediatricians, Ladywood Outreach, Behaviour Support, Sensory Support, Social Care & Targeted Youth Support.

Automated Decisions

For this service:

- All the decisions we make about you involve human intervention

Data retention/criteria

We will only keep your personal information for as long as the law specifies or where the law does not specify this, for the length of time determined by our business requirements.

Rights of individuals

You may exercise the rights listed below in relation to the council's use of your personal information.

To find out more about how these rights apply in particular circumstances, please refer to our [Guide to exercising your rights](#) or alternatively visit the Information Commissioner's web site at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you wish to exercise your rights (as outlined above) or to raise a concern about the handling of your personal information by the council, please contact our Information Governance Team at information.security@bolton.gov.uk

If you are still unsatisfied you should contact **The Information Commissioner's Office** by post at The IOC, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or by telephone: 0303 123 1113

Updates to Privacy Notice

We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details