

## **Privacy Notice for Start Well Early Years SEND Service**

**DATE: August 2018  
V1.0**



# Start Well Early Years SEND Service

Our core data protection obligations and commitments are set out in the council's **primary** privacy notice at [www.bolton.gov.uk](http://www.bolton.gov.uk)

This notice provides additional privacy information for:

- People accessing the Start Well Early Years SEND Service
- Partners working with Bolton Council

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

- In relation to the Start Well Early Years SEND 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):

- To deliver Early Years Special Educational Needs Inclusion Fund, Disability Access Fund and High Needs based places.

## Categories of personal data

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

Personal details that are included on the Early Help Assessment and Action plans and Early Help reviews – e.g. name, address, Date of Birth, people in the family, Lead professional details, learning and development information-goals and actions.

We also collect external agency reports, assessment information, monitoring of funding and outcome information e.g. whether short term targets are achieved, information on attendance, whether training opportunities have been effective and any future arrangements to support the child.

## **Legal basis for processing**

The legal basis for processing your personal information is:

Contained within Sections 22 and 24 of the Children's and Families Act 2014. We also seek the prior consent of parents or guardians (and Children themselves where appropriate).

With regards to special category data (Sensitive), where this is being processed we rely on Article 9(2)(a) and (b) of the GDPR, i.e. explicit consent and carrying out obligations under Social Protection laws.

If you fail to provide certain information when requested, we may not be able to perform the service we want us to deliver or we may be prevented from complying with our legal obligations.

## **Information sharing/recipients**

We may share personal information about you with the following types of organisations:

Early Years Inclusion Fund panel, High Needs Base Panel, Early Years Inclusion Fund administrative team and Finance Department including representation from Ladywood Outreach, Special Educational Needs Assessment Service (SENDAS), Educational Psychology, Health Visiting teams, Speech and Language service, continuing care nurses, paediatric learning disabilities services, setting Special Educational Needs Coordinators (SENCOs.)

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:

Early years providers including Private Voluntary and Independent, Maintained nursery schools, Childminders, Health Visitors and parents.

## **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](mailto: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 detail.