

EDUCATIONAL PSYCHOLOGY SERVICE PRIVACY NOTICE

Who we are and what we do

We are a team of qualified and experienced psychologists who are all Health and Care Professions Council registered with specialist areas of expertise.

We work with:

- children and young people from birth to 25 years.
- Parents and carers
- Schools and other educational settings
- Professional agencies associated with the educational and psychological wellbeing of those referred to us

We provide expert special educational needs and disability knowledge, interventions and training on behalf of Together for Children.

What type of personal information we hold and how we collect it

- Name, address and date of birth of child
- Schools records related to referral information
- SEND needs
- Relevant family views
- Referral information
- Correspondence
- Reports shared by professionals associated with children known to the service
- Statutory information
- Where a Service Level Agreement (SLA) is in place with a school or other setting, requests for educational psychology interventions include a signature of parental or legal carer consent to engage. We hold completed referral forms with appropriate and relevant child information.
- At the request of the Council the Educational Psychology Service is responsible for providing Psychological Advice in fulfilment of assessments of special educational needs within the terms of The Children and Families Act 2014. The service holds records provided in respect of this process
- Educational Psychology Advice reports generated by the service
- Educational psychology reports relating to children and young people identified through commissioned services would be held by this service.

Our lawful basis to process your data

- The data subject has given consent to the processing of his or her personal data for one or more specific purposes
- Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract
- Processing is necessary for compliance with a legal obligation to which the controller is subject
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

We also process special category data (health information) and our conditions for processing are

- The data subject has given explicit consent
- Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services

How we use your personal data

Your personal data is used for the fulfilment of educational psychology assessments of SEND in response to SLA requests from service users for interventions to support referred children or young people.

- For the completion of Advice in fulfilment of our statutory contribution to EACH Plans
- To inform us about relevant information
- To enable us to understand all relevant contexts
- For the compilation of Psychological Advice in fulfilment of our statutory contribution to Education, Health and Care needs assessment
- To inform us about relevant information
- To enable us to understand all relevant contexts.

Who we share personal information with

We will only share your information with other people or organisations in line with the law. By law, the organisations we share your information with have to keep it confidential and use it only for the purposes allowed.

- The council receives completed Psychological Advice and subsequent review reports when requested
- Educational Psychology reports completed in response to an SLA are sent to:
 - Together for Children SEND department
 - Schools or settings who request this information through a commissioned agreement
 - Appropriate associated professional agencies
- Information can be shared in the course of a legal process, such as Single Route Of Redress.

Security of your personal information

The security of your personal information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to and use of your personal information. Some examples of our security measures are detailed below.

- Controlling access to systems and networks allows us to stop people who are not allowed to view your personal information from getting access to it
- Training for our staff allows us to make them aware of how to handle information and how and when to report when something goes wrong
- Using secure electronic systems instead of high risk paper records

How long will we keep your personal data

Your personal information is held in line with Together for Children's retention schedule. Educational Psychology Services records are held until the child or young person reaches the age of 35 years.

Your rights

Under data protection legislation, individuals have the right to request access to information about them that we hold. If you are 12 or over, we will usually consider you to be old enough to understand your rights and to make a Subject Access Request yourself, if you want to. If you are younger than 12, your parent will normally have to make a request on your behalf.

To make a request for your personal information, contact –

Access to Files Team
City Hall
Plater Way
SUNDERLAND
SR1 3AA

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the Data Protection regulations

The contact details of our Data Protection Officer are –

Data Protection Officer
Sunderland City Council
City Hall
Plater Way
SUNDERLAND
SR1 3AA
Telephone: (0191) 520 5555
E-mail: data.protection@sunderland.gov.uk

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns> or -

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Helpline Telephone: (0303) 123 1133