

Special Educational Needs (SEN) Service Inclusion and Disability Children and Adults

December 2018

Nottingham's Special Educational Needs (SEN) Service provides assessment and support for children and their families who have Special Educational Needs and Disabilities (SEND). The SEN Service uses the information you provide to undertake assessments, and provide support and interventions in order to create positive change for children with SEND. The legal basis under which the Council uses personal data for these purposes is that this is necessary for the performance of a task carried out in the public interest by the Council or in the exercise of official authority vested in the Council.

Information you provide may include several categories of special personal data, for example racial or ethnic origin, health or sexual orientation. We also collect criminal data and we take special safeguards in relation to this. Information in these categories is used by the Council on the basis that such use is necessary for reasons of substantial public interest and in accordance with the provisions of the General Data Protection Regulation and Data Protection Act 2018 and other relevant legislation, e.g. The Children Act 1989 and Children and Families Act 2014.

If you wish to enter into a contract with us for the purposes of education, health and care needs assessment and/or ongoing involvement with the SEN Service you need to provide this information. The information that you have provided will be kept in line with the retention period stated in IAR entry. Depending on your involvement, this can be up to 35 years from your date of birth and up to 75 years for children who have been Looked After.

The information provided by you may also be used for the purpose of any other function carried out by the Council and may also be shared with other partner agencies (e.g. Health, Social Care, schools) where it is relevant in order for us to carry out our legal duties to safeguard a child or to carry out our statutory duties. Information about these functions and the legal basis on which information is used for them can be found at

<http://documents.nottinghamcity.gov.uk/download/5939>

The Data Controller is Nottingham City Council, Loxley House, Station Street, Nottingham NG2 3NG
The Data Protection Officer is Naomi Matthews. You can contact the data protection officer at the above address or at data.protectionofficer@nottinghamcity.gov.uk

The new data protection law known as the General Data Protection Regulation provides for the following rights as prescribed by the legislation:

- A right to request a copy of your information
- A right to request rectification of inaccurate personal data

- A right to request erasure of your data known as ‘the right to be forgotten’
- A right to request restriction of processing in certain circumstances
- A right to request portability of your data to another provider in certain circumstances
- A right to object to processing of data in certain circumstances
- A right regarding automated decision making including profiling

Please note that if you are unhappy with a decision regarding the handling of your data you have the right to complain to the Information Commissioner’s Office at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. See also the Information Commissioners website at <https://ico.org.uk/your-data-matters/>

For more information about these rights please refer to our detailed privacy statement at <https://www.nottinghamcity.gov.uk/privacy-statement>