

## **Education Support Services Privacy Notice**

**Including: Schools and Families Specialist Services, the Educational Psychology Service, Tackling Emerging Threats to Children Team, the Virtual School and Coping with Risky Behaviours Service**

### **Introduction**

This privacy notice explains how the Council uses your data to provide advice, support and guidance to education settings and families to build capacity to meet the needs of children and young people with Special Educational Needs and/or Disabilities (SEND); and to support schools with the safeguarding and health and well-being agendas.

### **Who will be using your data?**

Nottinghamshire County Council will be the data controller for the data you provide to us.

We may also contract third party organisations to process your data on our behalf.

### **What personal data do we use?**

- Name of child/young person
- Address
- Age
- Date of Birth
- Gender
- Education Information
- Child in Care Information
- NHS number
- Family details
- Parent/carer details
- Emergency contacts
- Email address/phone number
- Case file information
- Other agencies involved

### **What types of special category personal data do we need from you?**

- Physical and mental health details
- Special Educational Needs
- Racial or ethnic origin

### **Why do we use your data?**

- For service delivery
- For service planning, training and improvement
- For safeguarding children and young people
- For research purposes – using only anonymised data, unless we specifically ask for your consent

### **What legal reasons allow us to use your data in this way?**

Our legal basis for processing your personal data is that it is necessary to perform our public tasks as a local authority, and consent.

Our legal basis for processing your special category personal data is that it is for reasons of substantial public interest, or because we have your explicit consent.

### **Who may we share your data with or receive it from?**

- NHS agencies and providers (e.g. GPs, Paediatricians, Speech and Language Therapists, Child and Adolescent Mental Health Service)
- Education Providers (including Schools, Academies and Colleges of FE)
- Childrens Centres
- Childcare Providers
- Integrated Children's Disability Service (for statutory assessments)
- Children's Social Care
- Alternative Education Providers
- Independent Schools, Independent Special Schools & Independent Specialist Colleges
- Government organisations (e.g. The Department for Education and Ofsted)
- Mediation and Disagreement Resolution Providers
- The Special Educational Needs and Disability Tribunal (SENDIST)
- The Police
- Parents, Carers and Guardians
- Consultants
- System providers

### **May personal data be transferred overseas?**

The Council may for operational purposes transfer personal data overseas. In these cases, we will ensure that your personal data is protected and there are safeguards for the protection of your rights. Please refer to the [County Council's privacy statement](#) for further details.

### **How long is your data kept for?**

This information is held in accordance with the Council's retention schedule – see [here](#).

### **What will happen if you do not provide or we cannot obtain the data needed?**

- We could not provide a service to your child or fulfil our duties in accordance with the Children and Families Act 2014.

**Does the service make decisions using fully automated processes?**

No.

**What rights do you have over this use of your data?**

- To be informed about how we use your data
- To access a copy of your data that we process
- To have us rectify or correct your data that we process
- To restrict our processing of your personal data
- To object to the use of your data
- To have your personal data erased
- To request that we transfer your information to you or another organisation
- To object to fully automated decision making
- To withdraw your consent (if it the legal reason why we use your data).

Some of these rights are subject to exceptions. Please refer to the [County Council's privacy statement](#) part 10 for further details.

**Contact the Data Protection Officer:**

If you have any concerns about how the Council is using your data you can contact the Council's Data Protection Officer by writing to:

Data Protection Officer  
Nottinghamshire County Council  
County Hall  
West Bridgford  
Nottingham  
NG2 7QP

Or email: [DPO@nottscc.gov.uk](mailto:DPO@nottscc.gov.uk)

Please see the County Council's privacy statement for further information:  
<http://www.nottinghamshire.gov.uk/global-content/privacy>

**Contact details of the Information Commissioner's Office:**

If you are unhappy with how your data has been processed by the Council or you feel your data protection rights have been breached you have the right to complain to the Information Commissioner's Office at

Wycliffe House  
Water Lane  
Wilmslow  
SK9 5AF

Or via [www.ico.org.uk](http://www.ico.org.uk)

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