

Leicestershire County Council Fair Processing Notice

This notice is to tell you about why we need your information and how we will handle it. This notice is for

Disabled Children's Register

What Information do we need from you?

We need to know the following about your child / any child you are responsible for:

- child's name
- child's gender
- child's date of birth
- child's ethnicity
- child's address
- whether the child has a diagnosis and what this is
- child's disability

We need to know the following about you:

- your name
- your gender
- your email
- your address and
- your relationship to the child

Why do we need this?

We need this information for the following reason:

The Children Act 1989 requires us to keep a register. The Disabled Children and Young People's Register is a secure database which aims to capture information about all children and young people aged 0-25 years with special educational needs and disabilities (SEND) living within Leicestershire.

This register is primarily for Children and Young people who have a disability or impairment that would define them as a disabled person under the Equality Act 2010. This includes but is not limited to; a physical or sensory impairments, learning disability, Autism Spectrum Disorder, challenging behaviour as a result of a disability, complex health needs and those with life-limiting or life threatening conditions. You do not need a diagnosis to register.

This register is for Leicestershire County Council residents only.

The register helps us to involve and inform families as well as keep in touch and share news and information.

Why are we allowed to process your information?

Data protection law allows us to process your information within certain conditions. In this case we are using your consent as the lawful condition for us to do this.

We also need an appropriate lawful reason to process sensitive data. In this case we are processing your sensitive personal data because you have given your explicit consent and because of health or social care requirements under The Children Act 1989.

Who will we share this with?

Sometimes we need to share your information with others. We will only do this when it is necessary in order to offer you this service, or if we are required to do so by law. We do not plan to share it with anyone else or use it for anything else.

We will not share your personal data with anyone. This data may be used to share anonymised information with other internal services and partner agencies, to help us understand need and plan services. Once registered you can access the information that is held about your child.

How will we keep it secure?

We will take all reasonable steps to prevent the loss, misuse or alteration of your personal information. Only the people who need to see your personal information will be allowed access to it. We will not send your information outside of the UK.

How long will we keep it for?

We will only keep this information for as long as necessary or as the law requires. For this service we will only keep the data for as long as you consent for us to hold this information.

You have the right to withdraw your consent at any time. If you do want to withdraw your consent and have the information removed please contact ☎ 0116 305 9400; ✉ sts@leics.gov.uk

What if something changes?

If the information you provided changes or your circumstances change, please contact ☎ 0116 305 9400; ✉ sts@leics.gov.uk. If we need to change something like who we want to share this information with, we will contact you to let you know.

What else would we like to do?

We would also like to use your data to provide you with information on services and share news. If you want to withdraw consent to receive this information please use the contact details above.