

## **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

### **SEND Information Advice and Support Service (SENDIASS)**

#### **What Information do we need from you?**

We need to know the following about you: name, address, email, mobile number, child's name, child's date of birth, child's gender, child's ethnicity, details of your child's diagnosis or disability and details of your child's school / education setting.

In order to provide appropriate support to children, young people and families we may need to request information from schools, other teams and services. We will always discuss this with you first.

#### **Why do we need this?**

We need this information to provide free legally based, impartial and confidential advice and support to parents and carers of young people aged 0-25 with special education needs or disabilities as well as young people themselves.

#### **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 our legal obligations as the lawful condition for us to do this. Processing is necessary for compliance with a legal obligation under the following (but not limited to) legislation:

- Children and Families Act 2014
- SEND Code of Practice

We also need an appropriate lawful reason to process sensitive data. In this case we are processing your sensitive personal data because of our statutory obligations and health or social care requirements.

#### **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. If the information shared presents safeguarding concerns the Service is required to follow local safeguarding procedures. Anonymised data may be used for reporting to support the development of the service and meet any Ofsted, regional and national bodies; The Council for Disabled Children & The National Children's Bureau or internal audit requirements

#### **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 that would normally be no more than 7 years.

**What if something changes?**

If the information you provided changes, or your circumstances change, please contact [sendiass@leics.gov.uk](mailto:sendiass@leics.gov.uk) or call 0116 305 5614. If we need to change something like who we want to share this information with, we will contact you to let you know.