

## **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:

- **Specialist Teaching Services – Autism and Learning Support Team, Vision Support Team & Assistive Technology for Education Support Team, Hearing Support Team**
- **Leicestershire Educational Psychology Service**
- **Special Educational Needs, Assessment and Commissioning Service**

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

We need to know the following sorts of information about you and your children: Parent / Carer name(s), parent / carer address/email address, child's name, child's address/email address, child's date of birth, educational records, school or Early Years provider, health and / or disability needs.

This information may be stored on one of our primary databases which could include Capita, Synergy and / or Mosaic or other in-house systems. Records may be held electronically, including video recordings for referral and assessment purposes, or on paper.

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

We need this information within Targeted and Specialist Education and Early Help Services to provide you with the required services and meet any regulatory requirements. This will include:

- Statutory and Regulatory requirements including monitoring and reporting
- Referral, Assessment of need and provision of service (e.g. Educational Health and Care Plans (EHCPs)).
- Service improvement and planning
- Research including consultations
- Compliance with the law regarding data sharing

### **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 fulfilling a legal obligation and our official authority in the performance of a public task, as the lawful condition for us to do this.

We also need an appropriate lawful reason to process sensitive data about the child. In this case we are processing the sensitive personal data because of their health or social care requirements under various UK laws including but not limited to:

- The Education Act, Education & Skills Act, and Education Regulations and Guidance
- Statutory Guidance for Local Authorities in England to Identify Children Not Receiving Education
- The Children Act and The Children & Families Act
- The Localism Act
- SEND Code of Practice 2015

## Who will we share this with?

Sometimes we need to share your information with others. We will only do this when it is necessary 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. When it is necessary, we may need to disclose personal information to one or more of the following organisations:

- Department for Education and their agencies
- Children's Social Care and other relevant internal departments
- Early Help services
- Safeguarding Boards
- Health Agencies
- Speech and language therapists, Occupational Therapists and Specialist teachers
- Education Providers including early years providers, pre- and post-16, and Transport Operators
- Other Local Authorities
- Pupil Referral Units
- School Voluntary Sector Partners
- Qualification awarding bodies
- Funding bodies
- Elected members

## 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. Current guidelines say that where we have provided one or more of these services to a child or young person, we should retain the information until they reach 32 and then review.

## What if something changes?

- If the information you provided changes or your circumstances change, please contact the appropriate service as below  
Specialist Teaching Service: ☎ 0116 305 9400; ✉ [sts@leics.gov.uk](mailto:sts@leics.gov.uk)  
Educational Psychology Service: ☎ 0116 305 5100 ✉ [psychology@leics.gov.uk](mailto:psychology@leics.gov.uk)  
Special Educational Needs, Assessment and Commissioning Service: ☎ 0116 3056600 ✉ [senaservice@leics.gov.uk](mailto:senaservice@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.