



HILLINGDON

LONDON

DATA PROTECTION NOTICE FOR HILLINGDON'S EARLY SUPPORT SERVICE

Why are we providing this Notice to you:

The Council, in its capacity of Data Controller, holds certain information about you or your child ["personal data"] which it needs to process for the purpose of providing Early Support Services. This Notice is designed to give you information about the personal data we hold about you, how we will use it, your rights in relation to it and the safeguards that are in place to protect it.

Further information is contained in the Council's Generic Data Protection Privacy Notice which can be found on its website at the following link: www.hillingdon.gov.uk/privacy

The Early Support Service contributes to improving life outcomes of children and young people with special educational needs and disabilities by working with schools / education settings and with families.

The teams that work within the Early Support Service are:

SENDIASS (Special Educational Needs and Disability Information Advice and Support Service) it is a free, confidential and impartial service for parents and carers, children and young people up to 25 years.

The Early Support Team, which includes the following services for families, Portage Home visiting, Early Support Key working and Outreach Support

The Inclusion Team - Provide training, advice and guidance to educational settings in meeting the needs of children with special educational needs and disabilities.

The Sensory Intervention Team - An all age service for those with a sensory loss, i.e. blind, visually impaired (VI), deaf blind, D/deaf, hearing impaired (HI) or hard of hearing. Team members are from both Social Care and Education backgrounds. They specialise in working with children, young people and adults who are deaf blind or have a visual or hearing impairment.

What personal data do we hold

The types of data we hold and process will typically include personal and sensitive personal data: names, addresses, contact details, DoB, gender, Child in Care Status, religion,

ethnicity, language, children and family details, education information, assessments of learning and well-being, medical information, social care information.

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We obtain some of this personal data directly from you and we may also obtain it from other sources. Where this is the case, we will set out in this Notice the identity and the contact details of the relevant data controller and also the contact details of their data protection officer, where applicable. We will also identify from which source the personal data originates, and if applicable, whether it came from publicly accessible sources.

We will also let you know the recipients or categories of recipients of the personal data, if any.

What is our purpose for processing your personal data

We process the personal data we collect in order to deliver a range of support and training to children, young people, families, schools and other educational settings.

If we intend to process your personal data for a purpose other than that for which the personal data was collected, we shall provide you details of that other purpose before we start processing your data.

What is the legal basis for our use of your personal data

- We have obtained your freely given and specific consent and have informed you that you have the right to withdraw it at any time

What we do if your personal data is sensitive

We will only process your sensitive personal data with your consent, unless we can lawfully process it for another reason permitted by law. We will notify you if it is sensitive and as with non-sensitive personal data, you have the right to withdraw your consent to processing at any time by letting us know. Sensitive data is data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, genetic and biometric data, data concerning health or data concerning a natural persons sex life or sexual orientation.

For how long will we hold your personal data

We will only keep your personal data for as long as we need to in order to fulfil the purpose[s] for which it is collected and for so long afterwards as we consider it may be required to deal with any questions or complaints about the service which we provide to you.

For data dealing with the statutory special educational needs processes we are required to retain your data for a longer period in order to comply with our legal and regulatory obligations. There is a statutory period for retention which is 25 years from date of closure of the case.

Organisations that we may share your personal data with

The circumstances in which the Council may do this are set out in the Council's Generic Data Protection Privacy Notice. We may share your data with other Local Authority services, education settings and NHS staff and therapists, to facilitate effective support for children and young people we are working with.

Your rights

You have a right to access and obtain a copy of the personal data that we hold about you and to ask us to correct your personal data if there are any errors or it is out of date. In some circumstances, you may also have a right to ask us to restrict processing of your data until any errors are corrected, to object to processing or to transfer or [in very limited circumstances] erase your personal data. You can obtain further information about these rights from the Information Commissioner's Office at: www.ico.org.uk or via their telephone helpline [0303 123 1113].

If you wish to exercise any of these rights, please contact Julie Mellor, Telephone 01895 558101. You also have the right to lodge a complaint in relation to this Privacy Notice or our processing activities with the Information Commissioner's Office, which you can do through the website above or their telephone helpline.

We may from time to time ask for further information from you. If you do not provide such information, or ask that the personal data we already hold is deleted or restricted, this may affect the service that we provide to you.

Updates

We may update this notice periodically. Where we do this, we will inform you of the changes and the date on which the changes take effect.

Contacting us

Please contact the Early Support Service for further information

Julie Mellor
Service Manager; Early Support, Early Intervention Prevention and SEND
Children and Young People's Services
London Borough of Hillingdon
Civic Centre
High Street
Uxbridge
UB8 1UW
Email @hillingdon.gov.uk, Telephone 01895 558101

Statutory Data Protection Officer

You may also contact our Data Protection Officer for further information:

Glen Egan, Acting Head of Legal Services  and Monitoring Officer

Civic Centre, High Street,
Uxbridge UB8 1UW

E-mail: gegan2@hillington.gov.uk Telephone: 01895 277602