

Privacy Notice

This document describes how and why we collect, store, protect, process and share the data you give to us. We collect personal data to help us to provide an Educational Psychologist service to schools.

Date of Issue: 18 May 2018

Update History:

18 May 2018	First issue of a new Privacy Notice

Directorate: Communities
Service: Education
Team: Educational Psychology Service

About the Organisation

West Berkshire Council is the Data Controller. This means it is ultimately responsible for the data it holds about you.

Contact Address:

West Berkshire Council
Market Street
Newbury
Berkshire
RG14 5LD

ICO Registration Number: **Z6825178**
<https://ico.org.uk/ESDWebPages/Entry/Z6825178>

The Data Protection Officer

The Data Protection Officer for West Berkshire Council is:

James Gore AMBCS BA

Contact details can be found here: <http://info.westberks.gov.uk/dpofficer>

What data will we collect about you?

When a school requests involvement from the Educational Psychology Service (EPS), West Berkshire Council will collect the following information about you and your Child or Young Person (CYP) in the format of a Request for Involvement form. This is completed by you and the school. We collect:

- The name, Date of Birth and age of the CYP
- The home address of the CYP
- Ethnicity of the CYP
- Contact details of parent/legal guardian (postal address, phone number, email)
- The school/educational institution the CYP is attending

From schools and other alternative provision providers, the Council will collect:

- Attainment information such as reading and spelling age
- Details of interventions implemented in the school such as Guided Reading
- If the CYP receives Pupil Premium funding
- If the CYP is a Looked After CYP
- If the CYP has an EHC plan
- If the CYP has Early years pupil premium
- If other agencies have been involved with the CYP such as Behaviour Intervention Team (BIT)
- The reason for the school requesting involvement from an Educational Psychologist (EP)
- The views of the CYP on an EP becoming involved
- The views of the parent/legal guardian about their CYP's involvement with an EP

The following explains what data is held in relation to the delivery of EP services:

School Planning Notes: The EP may hold planning meetings with the school/educational institution where a CYP may be discussed. The school contact is asked to confirm that verbal consent has been given by the parents/legal guardian of the CYP before specifically naming the CYP. If no verbal consent has been given, the CYP will be referred anonymously.

EP Report/Record/Consultation: After working with an individual CYP and/or professionals, the EP will produce a report or record of involvement. This will include personal and confidential information related to the CYP and their family. A copy of this report will be sent to the school and to the parents/legal guardians. Other professionals also involved with the CYP may also be sent a copy.

Related CYP documentation: School and parents/legal guardians may provide additional documents to support the EPs work with the CYP e.g. Special Educational Needs (SEN) Support Plans, School Attendance data, Education Health and Care Plans, reports by other health professionals etc.

What will we use your data for?

The Council collects data about the CYP to ensure they can be correctly identified and that contact can be made between the Council, the CYP, the parents or guardians and the school or educational institution.

The data we collect will be used to assess and identify appropriate support for the CYP.

We collect the ethnicity of the CYP as this might be a factor in the reports that we write about them. This might include the need to be mindful of cultural bias of some tests we undertake which are written from a “western” perspective. The CYP’s actual and perceived ethnicity is also a factor we need to take into account at times when trying to understand their view of themselves and their sense of belonging. As such, processing of this particular data is necessary for the purposes of medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services.

Your data will not be sold, used for marketing purposes or used for any other purpose than those outlined above.

Who will see your data?

Your data will be seen by members of West Berkshire Council’s Educational Psychology Service.

We may also make some information available to other professionals directly involved with the services we provide you, such as, health partners, school employees and social care colleagues.

Data may be shared with members of the SEN Team during an EHC assessment process to enable them to advise and assist in decision making. Data may also be shared if a CYP is subject to an EHC plan according to the needs of the CYP.

Why are we doing this?

West Berkshire Council processes the data that you give us in the public interest as part of its role as a Public Authority (and Local Education Authority). Processing of the data is necessary in order for the EPS to fulfil their duties and provide a service to the school, parents and the CYP.

There may be circumstances in which processing the data is necessary in the vital interests of the CYP regardless of your consent.

Should you refuse or otherwise decide not to provide data, then this will affect the ability of the EPS to provide the service.

How long will the data be held?

You can check how long the organisation will keep each type of data against West Berkshire Council’s retention schedule (www.westberks.gov.uk/retention).

How is your data stored and processed?

Your data will be held on the Council's database designed for education information, called CapitaONE and on the EPS database. Your data is protected using up-to-date technical and organisational security measures. It may also be stored securely in paper format.

Transfer overseas

Your data will not be stored or sent outside of the UK.

Your rights

You have a number of rights when it comes to the data we hold about you. These are detailed on our request form (www.westberks.gov.uk/dprequest) that also allows you to make a request for us to take action about something.

Complaints

If you've already told us we need to do something, but we haven't responded in a way you're satisfied with, you can complain to the Information Commissioner's Office (the ICO). It's easiest to do this online via the ICO website (<https://ico.org.uk/concerns/handling/>), but you can also do so in writing to:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

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