

Privacy Notice - (How we use your information)
Educational Psychology & Early Years SEN Support Service
Early Years SEN Support

Educational Psychology & Early Years SEN Support is a service which provides statutory support for children and young people with Special Educational Needs, up to the age of 25.

Early Years SEN Support is a referral based service who offer support, advice and guidance about children's learning needs to parents and families, pre-school and day care settings, childminders and children in mainstream school up to the age of 5.

The categories of information that we collect, process, hold and share include:

- Personal information such as name, date of birth, address, school/setting
- Special Educational Needs (SEN) information and assessment information.
- Outcomes of specialist tests and programmes of support.
- Where appropriate, relevant medical information including consultant's reports, therapist's reports etc.

Information about you/your child is collected through:

- Completion of the Early Years SEN (EYSEN) Referral form, either electronically or a paper copy, which also includes your signed agreement to the service's involvement with your child.
- Meetings with you and your child
- Consultation with other professionals
- Post, email and telephone conversations as appropriate

Why we collect and hold this information

- To enable us to make decisions about the nature of our involvement, including judgements about the appropriateness of beginning and ending our work.
- To ensure that any tests and assessment materials we decide to use are well-matched to the needs and abilities of the children we work with.
- To form judgements about rates of progress over time.
- To allow us to fulfil our duty of care towards the children we work with and discharge our safeguarding responsibilities.
- To enable a view of the involvement of other professionals where this is appropriate.
- To write and distribute reports of the work we have carried out, passing on our professional conclusions and advice to an agreed range of people.
- Enable us to provide full explanations and justifications of our actions in the case of any concerns expressed about our work or complaints made against us.

The lawful basis on which we use this information

We collect and process information about your child under Article 6(1)(e) and Article 9(2)(h) of the GDPR, in order to fulfil our statutory obligations under the Education Act 1996 and the Children and Families Act 2014

The personal data you give us ensures that we can offer an appropriate assessment of need and provide recommendations regarding special educational provision.

Storing this information

- We will hold the information securely from birth + 31years in order to comply with our statutory duties under the Children and Families Act 2014 and the Limitation Act 1980.
- We store the information electronically on a secure network that can only be accessed by authorised staff
- Where necessary, paper documentation may be kept whilst we are actively involved with a child, these are kept securely and only accessible to authorised personnel. When the piece of work is completed all paper documents are scanned to the electronic file and then shredded.

Who we share this information with:

We share information, where necessary, with others who are also involved in identifying and supporting your child's SEN such as:

- Early Year's settings and school nurseries.
- Other Kirklees services.
- Health services or agencies involved with your child such as therapists, paediatricians, health visitors etc.
- In line with the Children and Families Act (2014) the information we gather is retained until the age of 31. Information gathered at the pre-school stage will be used to inform any future referral to the Educational Psychology and Early Years SEN Support Service. Should a re-referral be required you will be asked at that time to give your agreement for service involvement for that piece of work.

Why we share this information

We share information with other professionals involved in identifying and supporting the your child's SEN e.g. setting/school staff, other Kirklees services and health professionals in the course of our duties in order to provide the best support for the child.

We do not share personal information about your child with anyone without your knowledge, unless the law and our policies allow us to do so.

Further information

If you would like further information about how we manage your data, please see the privacy notice for Kirklees Council at www.kirklees.gov.uk/privacy

If you would like further information about this privacy notice, please contact:
dewsbury.psychology@kirklees.gov.uk

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at DPO@kirklees.gov.uk or by ringing 01484 221000.