

## **Privacy Notice (How we use your information)**

### **Additional Needs Register / Children and Young People Service**

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

- Personal information (such as name, date of birth and address, email address)
- Characteristics (such as gender, ethnicity and disability)
- Health and social care data (medical conditions / special educational needs)
- Health services
- Benefits information
- Educational needs assessment stage
- Social activities
- Hobbies / After school activities
- Parent / Carer information

#### **Why we collect and hold this information**

All authorities have a statutory duty under Schedule 2 of the Children Act 1989 to maintain a register of disabled children in their area.

We use this personal data in order to:

- Create a registration on the Kirklees Additional Needs Register;
- Derive anonymous statistics which inform decisions about future delivery of services;
- Share information in the form of a newsletter where agreed to.

#### **The lawful basis on which we use this information**

We collect and process information about you under Articles 6 (1)(a) and 9 (2)(a) of the General Data Protection Regulation (GDPR), meaning that we only do this with your consent.

#### **Storing this information**

We will hold the information about you securely, and for no longer than reasonably necessary.

- The information is held for 2 years in order to ensure records are as up to date as possible. Registered individuals will be approached towards the end of this period to ask whether they wish to remain on the Additional Needs Register.
- Where a request is made, personal data will be removed but statistical aggregated information will be retained for reporting purposes. No identifiable information will be retained.

## Who we share this information with

We may share this anonymised statistical information with:

- NHS Clinical Commissioning Group (North and South Kirklees)
- Kirklees Commissioning teams
- Kirklees Adult Social Care teams
- Kirklees Children's Social Care teams
- Kirklees Learning and Early Help teams

We will not share your information with any other agency, unless we are required to do so by law e.g. safeguarding a child.

## Why we share this information

With your consent, we share this anonymised statistical information with the agencies named above.

This is in order to help us:

- Understand and predict need for services by building a more accurate picture of the future needs of children and young people with special educational needs / disabilities.
- Help in the planning and development of services to support children and young people with special educational needs and disabilities and their families.
- Make relevant information available to children and young people and their families (where requested).

We do not share personal information about you with anyone else without consent 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](http://www.kirklees.gov.uk/privacy)

If you would like further information about this privacy notice, please contact The Additional Needs Register Officer on 01484 221000.

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](mailto:DPO@kirklees.gov.uk) or by ringing 01484 221000.