

## **Data Processing Parent Privacy Notice and Consent Letter**

### **COVID-SECURE PRACTICE**

**SEND Supported is committed to avoiding close face to face contact, and minimising time spent within 1 metre of anyone wherever possible.**

- Consultants will work in outdoor spaces or well-ventilated rooms which allow for 2m social distancing.
- Consultants and pupils will use hand sanitiser before and after working.
- Where possible, disposable paper resources will be used. Resources will otherwise be protected inside a plastic wallet or behind a plastic screen. Plastic wallets will be rotated and left unused for a minimum of 72 hours; and screens and any other resources handled will be sanitised after each session.
- Pupils will bring their own pens and pencils to the session and school will provide a laptop if required.

In line with the General Data Protection Regulations (GDPR), this privacy notice sets out your rights, as the person with parental responsibility, when we collect personal information about your child.

### **Who we are**

SEND Supported is a team of Education Consultants who work with schools and families to help identify the support that pupils need in order that they can make progress in their learning. As the data controller, SEND Supported will decide what data we will collect about your child and how it will be processed (held, used and shared).

### **When we can process your child's personal information**

Under GDPR, we can process your child's personal information only if we have a proper reason to do so. The reasons why SEND Supported will process your child's personal information are:

- We have a legitimate interest to do so
- We have your consent to do so

Our legitimate interests are that we need to process your child's personal information in order that we can provide the best advice possible to your child's school, and to you, in order to help your child do as well as they can at school and to make progress in their learning.

Personal information related to health is classed as special category data and we will need your consent for us to process such information.

### **What personal information will we process?**

The personal information will include:

- name, date of birth, address
- information from teaching staff about your child's attainment in different subjects, their ability, skills, attitude to learning, social, emotional and mental wellbeing
- reports from other professionals (Educational and Clinical Psychologists, Specialist Teachers, and Health Professionals) who have worked with your child
- Education Health and Care Plan where one is in place
- information about your family where Early Help is in place

### **Who we collect personal information from and who we will share it with.**

We will collect information from you, your child and your child's school.

We will share it with you, your child, your child's school and Education Consultants within SEND Supported. Some of this data will be based on our observations of your child in school.

### **How long we keep your child's personal information**

Personal data will be stored securely by SEND Supported for as long as we may need to provide you, your child and your child's school in order to help them make progress in their education. In all cases, electronic data will be securely deleted when your child leaves statutory education. Paper copies of personal information will be stored for the shortest time possible and then passed to your child's school or securely shredded. **It is important therefore that you keep a copy of any SEND Supported reports as we will not hold those reports once your child has left statutory education.**

All personal data will be processed safely; please see our Data Protection Policy May 2018 for further information. This can be found on our website [www.sendsupported.com](http://www.sendsupported.com) or you can request a paper copy from one of our data protection officers (details below).

### Your rights

- You have the right to request your child's personal data from SEND Supported.
- If at any point you believe the information we have processed is inaccurate, you may request to have it corrected
- You have the right to request that we erase the personal information we hold on your child.
- You have the right to ask us for copies of your child's personal information in a commonly used format and you can ask us to send the data to other organisations.
- You have the right to ask us to restrict the use of your child's personal information.

For all of the above, please contact SEND Supported's Data Protection Officers (Clair Cole and Leonie Berry [clair@sendsupported.com](mailto:clair@sendsupported.com) or [leonie@sendsupported.com](mailto:leonie@sendsupported.com)). We will respond as soon as possible and, at the latest, within 28 days.

If you wish to raise a complaint about the way we have handled your child's personal information, you can again contact Clair Cole and Leonie Berry who will investigate the matter. If you are not happy with our response, you may take your complaint to the Information Commissioner's Office (ICO).

If you have any questions, we would be happy to discuss this with you further. Otherwise, please sign below to show that you give your consent for the processing of any special category personal information related to your child's health. Please pass a copy to your child's school and keep the original for your own information.

You have the right to withdraw your consent for the processing of information about your child's health at any point (please let us know in writing). Processing of all other personal data will continue for the reason that we have a legitimate interest but you also have the right to object to us processing your child's personal information under our legitimate interests (please let us know in writing).

*Clair Cole*      *L. M. Berry*

**Clair Cole / Leonie Berry**  
**Data Protection Officers, SEND Supported**

My child's name: ..... Date of birth:.....

School:..... Current Year:.....

I confirm I have parental responsibility and I have read the privacy notice provided by SEND Supported. I give my consent for SEND Supported to process personal information about my child's health.

Name: .....

Signature: ..... Date:.....

