

Privacy Notice

Subject

To meet the requirements of the Data Protection Act 2018 (DPA18), SEN-CAT are required to issue a Privacy Notice to schools and parents/guardians summarising the information held on record about the school, parents, guardians, the children and young people, why it is held, third parties to whom it may be passed, and how long it will be held for.

This Privacy Notice provides information about the collection and processing of pupils' personal and performance data by SEN-CAT.

The collection of personal information

SEN-CAT collect information about children and young people, their parents or legal guardians and schools and school staff as necessary to carry out services commissioned by schools/parents.

SEN-CAT process the information collected solely to fulfil requirements of commissioned services to parents/schools.

We use this data to:

- a) Communicate with schools SEN-COs regarding updates on SEN-CAT information and services
- b) Compile pupil reports based on assessment data and observation/visit notes, as commissioned and documented by school/ parents
- c) Carry out specific tasks as requested by school commissioner
- d) Data is processed only for the purposes for which it was collected, as agreed with school/parent

We only collect and use personal data to communicate with schools and parents, to compile reports and for the purposes of any other key tasks or data analysis, as commissioned by school / parents.

Personal information held

The sort of personal information that may be held includes:

- a) contact details for school staff, namely school SEN-Co/IN-Co, class teachers, school bursar
- b) personal details such as pupil name, address, date of birth, child / young person identifiers and contact details for parents and guardians;
- c) information on any special educational needs;
- d) information on performance in internal and national assessments and examinations;
- e) information on the ethnic origin and national identity of children and young people;
- f) details about children's and young people's immigration status;
- g) medical information as relevant to commissioned tasks;

- h) information about the involvement of social services with individual children and young people where this is relevant to the commissioned tasks;
- i) brief overview, as shared by school / parent on any additional needs including medical conditions, physical and mental health, exclusions, attendance and family background.
- j) brief overview of any additional support received including provision plans and any external agencies involved.

Data Sharing

Information held by SENCAT will not be shared with any third party without consent unless required by law.

We do not share information with any third party without consent. Data will only be shared with those engaged in the process of any commissioned work:

- a) Parents / Guardians or family representatives
- b) School staff directly involved with the pupil e.g. SENCo/INCo, class teacher, head teacher, support staff
- c) Support agencies directly involved with a pupil and as agreed with school/parents e.g. health & social care professionals

Children and young people have certain rights under the Data Protection Act 2018, including a general right to be given access to personal data held about them by any “data controller.” The presumption is that, by the age of 16, children and young people have sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child’s behalf if the child is younger.

Data will never be transferred to any third party, nationally or internationally unless requested to do so by the school/parent/commissioning body. Individuals, their parents or school have a right to make a subject access request to gain access to personal information that SENCAT holds about them.

If you wish to access your personal data, or that of your child, then please contact us by emailing info@sencat.org or by tel: 07960 653006

Data retention

We keep personal data about individuals solely for the purposes outlined above. All data is stored and transferred securely to protect against unauthorised access or loss:

- a) Use of password protected PCs, laptops, encrypted USB sticks
- b) All reports and other data shared electronically, are stored on e- systems (PC, laptop) with password protection
- c) Home offices are in premises with appropriate security systems eg. house alarms

- and secure locking mechanisms
- d) All reports are e-mailed with password protection to known recipients with contact details as provided and passwords shared securely with the recipient- school/parent
 - e) Test papers and other relevant paperwork will be stored in locked filing systems until completion of the commissioned work
 - f) Laptops/USB sticks are stored in locked filing systems when not in use
 - g) Beyond completion of the commissioned work, all data is retained securely for 1 month or until settlement of invoice
 - h) After 1 month/settlement of invoice, all paper documents are shredded and electronic reports retained securely for a further 5 years.
 - i) For any Exam Access Arrangements (EAA)- all hard copy test paperwork is returned to the school/setting on completion, within 3 working weeks alongside all electronic copies of assessment data/student reports. Electronic copies of reports are retained securely by SENCA for 5 years.
 - j) Where any personal information in non- electronic format is taken off school site, full consent will be gained and this will be transported securely
 - k) Any information taken off school site in electronic format will be on an encrypted USB stick and full consent gained from the school.
 - l) SENCA consultants will take all appropriate action to ensure personal data is stored securely: systems are in place to manage any accidental or deliberate breach of privacy. We will notify any relevant parties if such a breach was to occur.

Your rights under the Data Protection Act 2018

The Data Protection Act 2018 gives individuals certain rights in respect of personal information held on them by any organisation.

These rights include:

- a) the right to ask for and receive copies of the personal information held on **yourself**, although some information can sometimes be legitimately withheld;
- b) the right, in some circumstances, to prevent the processing of personal information if doing so will cause damage or distress;
- c) the right, in certain circumstances, to have inaccurate personal data corrected, deleted or destroyed, or to restrict processing
- d) the right to prevent personal information from being used to send direct marketing
- e) in some circumstances, the parent or legal guardian of a child or young person may have a right to receive a copy of personal data held about a child / young person in their legal care. Such cases will be considered on an individual basis where the individual concerned is deemed to have insufficient understanding of their rights under the Data Protection Act (DPA 18).

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or

inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

Alternatively, you also have the right to ask the Information Commissioner, who enforces and oversees the Data Protection Act 2018, to assess whether the processing of personal information is likely to comply with the provisions of the Data Protection Act (DPA 18).

- a) Report a concern online at <https://ico.org.uk/concerns/>
- b) Call 0303 123 1113
- c) Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact us via our email address info@sencat.org
Or ring [07960 653006](tel:07960653006)