

Hartlepool SEND IASS



SPECIAL EDUCATIONAL NEEDS AND DISABILITY INFORMATION, ADVICE
AND SUPPORT SERVICE

CONFIDENTIALITY POLICY

Keeping what you say private



When you talk to us we will **not** tell other people what you said. We will keep it private.

Sometimes we may think it is a good idea to talk to other people about what you tell us, like your parents, teachers or doctors.



good idea to talk to us, like your



We will also ask you if this is ok first. You can say **Yes or No**.

There are a few times when we will

have to tell someone else what you said:

- We sometimes tell our **managers** so they can check that we are doing a good job
- We will write information from our meetings on our **computers**



Only people we work with will see this information

We will also **have to tell someone** if we are worried that **someone is being hurt or might be hurt**.

If this happens, then we will talk to you about it first



Privacy Notice

We will only store and use the information you supply to us for the purpose of providing you with a service based on your consent. The information you provide will be handled in accordance with the General Data Protection Regulation and the Data Protection Act 2018.

For information on how the council processes your information please see our privacy notice at www.hartlepool.gov.uk/privacy-notices. It is important that you read our privacy notice so that you are aware of how and why we process your personal information.

If you have any questions on how we process your data please contact the Data Protection Officer, Hartlepool Borough Council, Civic Centre, Hartlepool, TS24 8AY. Tel: 01429 523087 or by email: dataprotection@hartlepool.gov.uk

**Hartlepool SEND Information, Advice and Support Service
Centre for Excellence in Teaching and Learning**

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