

Hartlepool **SEND IASS**



**SPECIAL EDUCATIONAL NEEDS AND DISABILITY INFORMATION, ADVICE
AND SUPPORT SERVICE**

PRIVACY NOTICE – CHILDREN & YOUNG PEOPLE

What type of information is collected?

We will ask you if we can record some information about you. This information will include: your name, school/college, date of birth and a chosen method of contact. We will ask you questions about your needs. You do not have to tell us anything that you do not want us to know. You may tell us we can do this, or you may write it down.

How your information is used?

Your information will be used if we need to send you some information or advice that you have asked for. The information that you give us about you and your needs will help us to think about how we can help as a service. We will not tell anyone anything about you have told us without asking you first. You can read more about this in our confidentiality policy.

We may contact you after you have used the service to ask for some feedback as part of our quality assurance measures. We may also use your information to create data for general reporting and statistical purposes, if we do this, we will not use your name.

Who has access to your information?

Your information is stored on a database within a secure folder. All paper records are destroyed securely once the information has been stored onto the data base. Your information can only be seen by the SEND Information, Advice and Support Service staff members.

Can we share your information with anyone else?

No, unless you say that we can. We won't share your information with any organisation or individual outside of Hartlepool SEND Information, Advice and Support Service, unless we are required to do so by law.

Can you see the information we hold about you?

Yes. You can ask to see the information that we hold about you. You can ask us to correct any personal information or to delete the information if you decide you don't want us to have it anymore.

By consenting to using this service you are saying that we can use your personal information for the purposes identified. If you would like to know more about how we look after your personal information, or would like to request a copy of the information we hold about you, you can contact us by:

- Contact SENDIASS on: 01429 284876 or
- Email HARTLEPOOLIASS@hartlepool.gov.uk

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 further 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
Brierton Lane
Hartlepool
TS25 4AF

Tel: 01429 284876/0777649662

Email: HARTLEPOOLIASS@hartlepool.gov.uk

