

Privacy Notice for Special Educational Needs Assessment and Review Service (SENARS)

Purpose for processing your information

- Carry out the statutory process for an Education, Health and Care (EHC) needs assessment
- Monitor and review EHC plans
- Authorise transport requests for children and young people with special education needs

We collect the following information:

- Information advice and reports from education, health and care services contributing to the statutory assessment process and the reviewing and monitoring of the EHC plan
- Personal details

This information is only used for the intended purpose but if we intend to use it for any other purpose; we will normally ask you first. In some cases, the Council may use your information for another purpose if it has a legal duty to do so, to provide a complete service to you, to prevent and detect fraud, or if there is a risk of serious harm or threat to life.

How we collect your information

We collect information in a number of ways, for example, by letter, email, face-to-face, telephone, online forms etc. Parents/Carers/ young people are always notified of information collected.

Who the information is shared with

Education, health and care services that are involved with the child or young person and contribute to the statutory assessment process and the monitoring of the EHC plan.

How long do we keep your information?

- 35 Years from file closure - File closure will be when the child or young person leaves the education system.
- Or 75 Years from the date of birth if the child or young person falls into both the SEN and Looked after category.

Your rights and access to your information

You have the right to request a copy of the information that we hold about you.

The new General Data Protection Regulation also gives you additional rights about the information we hold about you and how we use it, including the right to:

- Withdraw consent and the right to object and restrict further processing of your data; however, this may affect service delivery to you.
- Request to have your data deleted where there is no compelling reason for its continued processing and provided that there are no legitimate grounds for retaining it.
- Request your data to be rectified if it is inaccurate or incomplete
- Have your data transferred or copied should you move to another authority
- Not be subject to automated decision-making including profiling

To submit a Subject Access Request visit our [request](#) page.

If you have any concerns

Please contact us if you would like to know more about the information we hold about you and how we use it SEN Assessment and Review Service, Harrow Council, Alexandra Avenue Health and Social Care Centre, 275 Alexandra Avenue, South Harrow, HA2 9DX. Tel-020 88966 6483

You have a right to complain to us if you think we have not complied with our obligation for handling your personal information; please visit our [Compliments and Complaints](#) page.

If you are not satisfied with the Council's response you have a right to complain to the Information Commissioner's Office (ICO). You can [report a concern by visiting the ICO website](#).

Changes in your circumstances

You must notify us immediately if there are any changes in your circumstances and personal details so we can maintain an accurate and up to date record of your information.