

# **Privacy Notice for Harrow Educational Psychology Service, Portage Home Visiting Service and Advisory Teachers for Autistic Spectrum**

## **Purpose for processing your information**

- To identify and assess the individual needs of children and young people with a range of additional needs in order to provide timely and appropriate advice, support, training, information and strategies.
- To contribute to the statutory process for an Education Health Needs' assessment.
- To monitor and review children and young people with special educational needs

## **We collect the following information:**

- Personal details
- Personal views of parents, carers and young people.
- Professional views and information about the child or young person including from health and social care professionals
- Attainment and progress data.

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.

## **Who the information is shared with**

- Professional colleagues who are involved with the child or young person.
- Parents, carers and others who have parental responsibility.

## **How long do we keep your information?**

- 35 years from when the young person leaves the education system.
- 75 years if the young person is Looked After by the Local Authority.

## **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 at Alexandra Avenue Health and Care Centre, 275, Alexandra Avenue, Harrow HA2 9DX

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.