Our core data protection obligations and commitments are set out in the council’s Privacy Notice and on our website at Data Protection legislation.

**Service Name:** Learning Support Service

Salford Learning Support Service (LSS) provides support to all schools and nurseries to help them meet the additional needs of pupils with special educational needs and disabilities (SEND). These may be children who have an EHCP, are at SEN Support in school because of an additional learning need, who may have a hearing impairment, visual impairment or a multi-sensory impairment.

The Learning Support Service (LSS) is committed to ensuring that we are transparent about the ways in which we use your personal information and that we have the right controls in place to ensure it is used responsibly and is kept safe from inappropriate access, theft or misuse.

Our core data protection obligations and commitments are set out in the council’s primary privacy notice [www.salford.gov.uk/gdpr](http://www.salford.gov.uk/gdpr).

This notice provides additional privacy information for:

The parents and young people who use the Learning Support Service - The Learning Support Service is committed to using and storing your data appropriately and transparently. You trust us with your personal information and we work hard to ensure it is used for the purposes for which it was agreed.

**Purpose(s)**

We collect and hold information about your child in order to support schools and nursery’s to create positive change for children and facilitate them to be successful in their education.

We collect / obtain your personal information for the following purpose(s):

- In order to be able to communicate with you regarding our work with you or your child
- To understand you or your child’s SEND / strengths and the context they live in
- To support schools and settings to meet you or your child’s SEND
- To support health in any diagnostic processes your child maybe going through
- To support the LA to make appropriate decisions and provision for children with SEN

**Categories of Personal Data**

In order to carry out these purposes we collect and obtain:

- Name
- Address
- Date of birth
- Ethnicity
- Schools attended
- Phone number
- Email address of parents/guardian
- Medical and SEND needs
- Unique Pupil Number
- Behaviour & attendance data
- Social care status
- Home language
- Views of child or young person
- Views of teachers
- Views of parents / carers
- Assessment information

**Legal basis for processing**

The legal basis for processing your personal information is:
- The Department for Education’s Special Educational needs Code of Practice published in 2014 and the Children’s and Families Act 2014 details the graduated approach (5.40-5.48 EY and 6.61 Schools, 7.23 Colleges) and how SENCoS should request the involvement of specialists to support them meeting needs in settings.

**Purpose for processing:** Service delivery, service improvement and planning, early intervention and research using anonymised data only.

**Information sharing/recipient**

We may share personal information about you with the following types of organisations:
- Other Education Teams (SEND Support Service, Statutory Assessment Team, Post 16 Team, Admissions, Exclusions, Fair Access & In Year Admissions)
- Other Council Teams (Children’s Services, Adult Social Care, Early Years, Youth Justice Service)
- Education providers (schools, children’s centres, private nurseries, Further Education Colleges, work based learning providers, Independent Specialist Providers)
- Other local authorities (Ethnic Minority Achievement Teams, Educational Psychology, SEND Services)
- Department for Education
- Health teams (Paiatrics, Occupations Therapy, Speech and Language, Physiotherapy, CAMHS, school nurses,

**Categorise sources if not obtained from data subject**

As well as information collected directly from you or your parents, we also obtain or receive information from:
- Other Education Teams (SEND Support Service, Statutory Assessment Team, Post 16 Team, Admissions, Exclusions, Fair Access & In Year Admissions)
- Other Council Teams (Children’s Services, Adult Social Care, Early Years, Youth Justice Service)
- Education providers (schools, children’s centres, private nurseries, Further Education Colleges, work based learning providers, Independent Specialist Providers)
- Other local authorities (Ethnic Minority Achievement Teams, Educational Psychology, SEND Services)
- Department for Education
- Health teams (Paediatrics, Occupations Therapy, Speech and Language, Physiotherapy, CAMHS, school nurses,

**Data retention/criteria**

Your information will be securely stored on the EPS shared files within the Councils IT systems. Personal records are kept until the child or young person reaches their 30th birthday, unless they are Looked After Children in which case the records are retained much longer.
Your rights

- Right to be informed – through this Privacy Notice
- Right to rectification – you have the right to personal data rectified if it is inaccurate or incomplete – in certain circumstances timescales will apply due to statutory deadlines for EHC advice
- Rights to request your child’s records – you have the right to request the information that we hold on file regarding your child. (see below)
- Right of Access - You have the right under the Data Protection Act 1998 (General Data Protection Regulation 2018) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access.
- You can complain directly to the Council’s Data Protection Officer
- Information about: exercising your rights, contacting our DPO, raising a concern with us, or making a complaint to the Information Commissioner is accessible via https://www.salford.gov.uk/your-council/have-your-say/complaints-comments-or-compliments/what-is-a-complaint/

Updates

We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details

(NB Art 29WP and ICO indicate this method is not adequate for ensuring communication of updates] Routine: at top of web page for this notice, insert publication date and version number. [Ensure dated copies of all published versions are retained/recorded in case of future disputes]