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: Salford Information, Advice & Support

This notice provides additional privacy information for:
Parents of children and young people with emerging or identified Special Educational Needs-SEN who require advice, support and signposting to ensure their child receives the best possible education. It is also for Young People with SEN aged 16 and over who need support with their education.

Personal information can be anything that identifies and relates to a living person. This can include information that when linked with other information, allows a person to be uniquely identified. For example, this could be your name and contact details.

Purpose
We collect and hold your personal information for the following purpose(s):
- To ensure we can support you through the SEN assessment process and any associated meetings
- Ensure you are supported to resolve any issues/concerns you have regarding your child’s school
- To support you through mediation or appeals process where appropriate

Categories of Personal Data
In order to carry out these purposes we collect and obtain:
- Parents Name
- Childs Name
- Child Date of Birth
- Family address
- Name of School
- School Year
- Your child’s diagnosis if there is one
- Where your child is in the SEN Process
- The nature of your concern

The law treats some types of personal information as ‘special’ because the information requires more protection due to its sensitivity. This information consists of: 2

- Racial or ethnic origin
- Sexuality and sexual life
- Religious or philosophical beliefs
- Trade union membership
- Political opinions
- Genetic and bio-metric data
- Physical or mental health
- Criminal convictions and offences
Legal Basis for Processing

The legal basis for processing your personal information is:

Information sharing/recipients

We may share personal information about you with the following types of organisations depending on the issues you raise:
- Your Child's School or future potential school
- The Special Educational Needs Team
- Paediatricians
- Educational Psychologists
- Therapists
- Child and Adolescent Mental Health Services
- Learning Support Service
- Social Worker
- Education Welfare Service

Categorise Sources if not obtained from data subject

As well as information collected directly from you, 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)
- Other local authorities (Educational Psychology, SEND Services)
- Department for Education
- Health teams (Paediatrics, Occupations Therapy, Speech and Language, Physiotherapy, CAMHS, school nurses, Clinical Commissioning Groups

Data retention/criteria

Your information will be securely stored on EMS 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 for 75 years.

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.
- Information about:
- exercising your rights
- contacting our DPO
- raising a concern with us, or
- making a complaint to the Information Commissioner
is accessible in our guide on exercising your rights https://www.salford.gov.uk/your-council/council-and-decision-making/general-data-protection-regulation-gdpr/

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. https://www.salford.gov.uk/schools-and-learning/info-for-parents-students-and-teachers/special-educational-needs/salford-information-advice-and-support-services-siass/