

Service Area: SEND & Vulnerable Pupils  
Directorate: People  
PN - 117

April 2022

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The **Educational Psychology Service** are part of Nottingham City Council, who are the data controllers for the personal data (or personal information) that we process about you. When we process personal information relating to you, we will only do so when it is necessary and where we have a lawful reason to do so.

This notice refers to the word 'you'. This should be read to include information relating to your child that you have parental responsibility for where relevant.

We will use the information provided by you for a number of reasons, depending on the service or reasons for interacting with you. This includes:

- Educational Psychologists are a professional psychological support service that enables positive change to happen for children and young people, families, schools, colleges and other settings. We use psychology to bring people and ideas together to support children and young people to remain included academically and socially, and to flourish and achieve. Our service supports settings to educate, nurture and include all children and young people, particularly those with high levels of additional needs, or who may be additionally vulnerable. We work closely with parents and carers, other professionals and organisations to develop the support available for these children.
- Some of the work that we do is commissioned by the Local Authority and some is requested by schools/settings that purchase time from our service. When we are asked to help the school/setting support individual pupils, we often start by doing some assessment work. Assessment can include conversations with the pupil, their family, school staff and others who know about what is happening. We may sit in on

a lesson or go out on the playground so that we can see what is happening for ourselves. Sometimes, we will work directly with the pupil to discuss the situation and sometimes to present tasks or tests. This will give us useful information about what they find easy and what they find difficult or it may help us to gain their views in a more structured way. We will always try to make the people we are working with feel as comfortable as possible.

- Once we have collected the information we need, we will usually meet with school/setting staff to discuss changes that can be made to make things better. It is likely that parents will be invited to this meeting. It is useful for everyone to share their opinions on the problems and how to make the situation better. We will share the information that we have collected and our thoughts on what we have found.
- Some written feedback will be sent to the school/setting and it is expected that this will be shared with parents. It will provide a summary of information we have collected and agreed actions or recommendations. The school/setting will continue to monitor the progress of the child and we may agree to have a review meeting.
- When it is helpful, we work jointly and share information with other professionals, such as the Autism Team, Learning Support Team, Sensory Impairment & Physical Disability Team, Behaviour Support Team, Child and Adolescent Mental Health Service and members of Health and Social Care.

When we process your personal information, we will comply with data protection legislation and enable you to exercise your rights contained within the legislation.

### **What personal information will the Council process?**

The information that we collect about you to fulfil the purposes, objectives, or to deliver the services outlined above may relate to your:

- Name;
- Address;
- Contact details (email, phone number);
- Parents or legal guardian details;
- UPN Number;
- Social Care ID Number;
- Social Care Information;
- Health and medical records;
- Criminal records and Anti-Social Behaviour Information;

- Education and training information
- Details of employment
- Images and videos

The information provided by you may include the following 'special categories of personal data':

- Race or Ethnic origin
- Religious beliefs
- Physical or mental health
- Sex life or sexual orientation

### **Lawful basis for processing**

The basis under which we use your personal information for these purposes is that this is **necessary for the performance of a task carried out in the public interest by the Council or in the exercise of official authority vested in the Council and because it is necessary for compliance with a legal obligation to which the Council is subject.**

The public tasks and legal obligations are a result of the powers and duties contained in:

- Children and Families Act 2014
- SEND Code of Practice 2015; and
- Equalities Act 2010

The condition under which we process 'special categories of personal data' is that such use is **necessary for reasons of substantial public interest** and in accordance with the provisions of the UK General Data Protection Regulation and the Data Protection Act 2018.

The information processed by us may also include personal data relating to criminal offences. The condition under which this information is processed is for **statutory reasons of substantial public interest and for safeguarding children and of individuals at risk.**

**Will my information be shared with other organisations or used for other purposes?**

The Council will only share your personal information with other departments within the Council, and with other organisations when it is necessary to provide the services to you, and when we have a lawful reason to do so. The Council may also share your information when we are obliged to by law.

In relation to this service, the Council will share your personal information with:

- Early Years settings such as Nurseries, Schools, Academies, Further and Higher Education Establishments
- NHS Services
- Family and Carers

The information provided by you may also be used for the purpose of any other function carried out by the Council. This may include sharing your information across the Council, or with external organisations. Information about these functions and the legal basis on which information is used for them can be found at <http://www.nottinghamcity.gov.uk/privacy-statement/>

The information will only be used for another purpose where it is lawful to do so.

**Do I have to provide the information?**

You are not obliged by statute or contract to provide the information that is specified here. However, if we were unable to process this personal data, we would not be able to provide the services outlined.

**How long will the Council retain the data for?**

The information that you have provided will be kept :

- Until the young person is 35 years of age and extended to 75 years for young people looked after by the local authority, after which time it will be permanently deleted from the database.
- For three years for Video Interaction Guidance (VIG) resources and seven years for VIG training course data

The Council publish an Information Asset Register (IAR), this will outline the retention periods for the personal data we process. You can find this IAR on our website <https://geoserver.nottinghamcity.gov.uk/information-asset-register/>

### **Information Rights**

The UK General Data Protection Regulation provides for the following rights as prescribed by the legislation:

- A right to request a copy of your information
- A right to request rectification of inaccurate personal data
- A right to request erasure of your data known as 'the right to be forgotten'
- A right to in certain circumstances to request restriction of processing
- A right in certain circumstances to request portability of your data to another provider
- A right to object to processing of data in certain circumstances
- A right regarding automated decision making including profiling

However, Nottingham City Council can restrict the above rights in certain circumstances for example to avoid obstructing an investigation, avoid prejudicing the prevention, detection, investigation or prosecution of criminal penalties or to protect the rights and freedoms of others.

### **Data Protection Officer**

You can contact the data protection officer at:

Loxley House,  
Station Street,  
Nottingham,  
NG2 3NG

or at [data.protectionofficer@nottinghamcity.gov.uk](mailto:data.protectionofficer@nottinghamcity.gov.uk) .

**Information Commissioner's Office**

The Information Commissioner's Office (ICO) website provides guidance on data protection and privacy matters, you can visit the website at [www.ico.org.uk](http://www.ico.org.uk). You also have the right to complain to the ICO if you consider that the Council have processed your personal data incorrectly or that we have breached our obligations to you. You can contact the ICO at:

Wycliffe House,  
Water Lane  
Wilmslow,  
Cheshire  
SK95AF

[www.ico.org.uk](http://www.ico.org.uk)

**Further Information**

For more information about these rights please refer to our detailed privacy statement at <https://www.nottinghamcity.gov.uk/privacy-statement> .