

# Privacy Notice for Special Educational Needs and Disabilities (SEND)



Nottingham City Council  
Information Compliance

## Service Area: Special Educational Needs and Disabilities (SEND) and Inclusion Support Services

Directorate: Children and Families & Customer Services  
PN-414

05/2026

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The **Special Educational Needs and Disabilities (SEND) and Inclusion Support Services** 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.

The Special Educational Needs and Disabilities (SEND) and Inclusion Support Services include the SEND Teaching Teams, which are the following:

- Early Years SEND Team
- Autism Support Team
- Learning Support Team
- Sensory Team
- INclude Service
- Educational Psychology Service
- Oak Field Outreach Service

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:

- To assess needs, plan and deliver appropriate support, and improve outcomes for CYP with SEND. This includes working in partnership with parents and carers, schools, early years settings, colleges, and other professionals, to help children and young people remain included academically, socially, and emotionally, and to support their wellbeing, development, and achievement.
- To carry out assessments, observations, and reviews; to understand strengths, needs, and views; and to inform advice, recommendations, and support strategies. This can involve direct work with CYP, such as individual or small-group sessions, as well as meetings and discussions with parents, carers, and professionals. We may observe children in educational or community settings, provide written reports, and agree actions or next steps with those involved in supporting the child or young person.
- To support planning and coordination across services, including during key transitions such as moving from home to early years settings, between schools, or into further education. Where appropriate, we deliver training, guidance, and support to parents, carers, schools, and settings to build confidence and capacity in meeting a child or young person's needs, including social, emotional, mental health, communication, sensory, physical, and learning needs.
- To ensure joined up and effective support, we may share and use information when working collaboratively with other teams and partner organisations, such as Early Years SEND Home Visiting, Health, Social Care, and Child and Adolescent Mental Health Services. This helps us to coordinate multi-agency support, safeguard children and young people, and ensure services are delivered safely, lawfully, and in the child or young person's best interests. We also receive personal information from these services, including education,

health, and social care professionals, to ensure we have an accurate and complete understanding of a child or young person's needs.

- To send service-relevant newsletters and similar communications. You can object at any time by contacting us at [adminsendsupport@nottinghamcity.gov.uk](mailto:adminsendsupport@nottinghamcity.gov.uk)
- To conduct research to inform service provision and improvement, including the gathering of personal data for descriptive purposes, completion of questionnaires and interviews by relevant stakeholders and publication of anonymised data during dissemination of the research findings.

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 will relate to your personal information: (this may include all, or some of the following, depending on the service).

- Name, date of birth, age, gender
- Contact information (including address, email, and telephone number)
- Images or video recordings
- Unique identifiers such as a Unique Pupil Number (UPN) or Social Care ID
- Health and medical needs
- Social care involvement
- Education
- Training and employment
- Family and parental or legal guardian details, the language spoken within the family
- Information relevant to safeguarding

- Criminal convictions or anti-social behaviour (where this is necessary to protect the safety and wellbeing of children and young people).

Opinions on service provision gathered through research

The information we process about 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
- Genetic data

### **Lawful basis for processing**

The basis under which we use your personal information for these purposes is that this is often 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.

These public tasks arise from the Council's statutory duties and powers under the following legislation:

- Health and Safety at Work etc. Act 1974
- Children Act 1989
- Equality Act 2010
- Children and Families Act 2014

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

The information being processed may also include personal data relating to criminal offences. The condition under which this information is processed is necessary for

reasons of substantial public interest and in accordance with the provisions of the UK General Data Protection Regulation and Data Protection Act 2018 and other relevant legislation.

**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 may share your personal information with:

- Parents, carers, and legal guardians
- Early years settings, including nurseries
- Schools, academies, and other education providers
- Further and higher education establishments
- Regulatory bodies, investigators, and the Ombudsman
- Health and social care providers
- NHS services, including GPs and other healthcare professionals
- Safeguarding partners and multi-agency panels
- Police and other law enforcement agencies, where it is lawful and necessary
- Document and case management system providers

The information 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 not able to process your personal data this may limit our ability to assess needs, plan support, or deliver parts of the service. As some information is necessary for us to deliver SEND services effectively.

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

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>