Privacy Notice for Educational Psychology Service (Research)

Nottingham City Council

Nottingham City Council
Information Compliance

Service Area: SEND and vulnerable pupils
Directorate: People
PN-384 (Research)

August 2024

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.

We will use the information provided by you for a number of reasons, depending on the service or reasons for interacting with you. For the purposes of research studies and activities within the Educational Psychology Service, this includes:

- Gathering of personal data for descriptive purposes, such as being able to describe in general terms who took part in the research and to look for any links between participant characteristics and outcomes (e.g. gender, years of experience, job role)
- Gathering and analysis of data provided through completion of questionnaires and interviews as part of the research
- Use of data from research to inform about 'what works' for children, young people, parents/ carers and professionals working with them, to inform design of future services or interventions. This may include sharing or 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 outlined above will relate to your:

- Name
- Age
- Gender
- Contact details (e.g., email, phone number)
- Work qualifications and experience
- Measures of wellbeing and experience of the supervision sessions, as gathered through questionnaires and interviews

The information we process about you may include the following 'special categories of personal data', should you disclose these in the course of the research:

- Race or Ethnic origin
- Political opinions
- Religious beliefs
- Trade Union membership
- 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 consent.

The public tasks and legal obligations around our work 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 explicit consent in accordance with the provisions of the UK General Data Protection Regulation and the Data Protection Act 2018.

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.

Anonymised data may be shared during dissemination of the research findings. It will not be possible to identify participants from this work.

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 we will not be able to include your data in the research study.

How long will the Council retain the data for?

Any identifying information that you have provided will be kept for the duration of the research study (maximum of three years following initial consent). Following processing and analysis, data will be retained only in anonymised form and therefore, will be no longer subject to data protection legislation.

The Council publish an Information Asset Register (IAR), this will outline the retention periods for the personal data we process. You can find the IAR on our website https://www.nottinghamcity.gov.uk/your-council/about-the-council/access-to-information/information-request/

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 .

Nottingham City Council

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. 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

Further Information

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