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Service Area:	Education
Work Area:	Education Psychology
Contact Details:	Bronwen Cox, Acting Principal Educational Psychologist (coxb@caerphilly.gov.uk)
Privacy Notice Name:	Learning, Education and Inclusion
Description of Privacy Notice:	This Privacy Notice will explain how the Learning, Education and Inclusion Team will use your information (the child) and parent / guardian information. The Learning, Education and Inclusion (LEI) team is a multi-agency team consisting of four teams: Educational Psychology team, the Behaviour Support Service, Advisory Teaching Team and Specialist Teaching Team.

How we will use your information

Purpose and legal basis for using your information

Purpose of processing

Caerphilly County Borough council's LEI team will process your information (the child) and parent / guardian information in order to inform our assessment. This will involve collecting relevant background information.

The LEI team meets with school staff at a planning meeting twice a year to discuss possible referrals to the LEI team. A LEI form needs to be completed jointly by school and parent / guardian in order for the child to be seen by a member of the LEI Team. Parent / guardian consent is needed for the child to enter into this process, after which an assessment will be undertaken by the LEI team. The parent / guardian will be informed on the LEI form what this assessment will include; for example, the assessment might include an observation, consultation with a member of school staff (e.g., class teacher, special educational needs coordinator or head of year) and/or individual pupil assessment.

The parent / guardian and the school will then receive a report from the LEI Team outlining the details of the assessment and recommendations/actions that have been agreed with school.

Legal basis for processing

There is a public task obligation to process your information detailed below:

Special Educational Needs Code of Practice for Wales

In order for the processing of personal data to be lawful under the General Data Protection Regulations 2016, a valid condition from Article 6 of the Regulations must be identified, which is outlined below:

1e. processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

Data Protection legislation provides extra protection for certain classes of information called 'special personal data'. If any information falls within the definition of special personal data then an additional condition from Article 9 of the Regulations must be identified, as outlined below:

2 (1) This condition is met if the processing is necessary for health or social care purposes.

(2) In this paragraph "health or social care purposes" means the purposes of—

(a) preventive or occupational medicine,

(b) the assessment of the working capacity of an employee,

(c) medical diagnosis,

(d) the provision of health care or treatment,

(e) the provision of social care, or

(f) the management of health care systems or services or social care systems or services.

(3) See also the conditions and safeguards in Article 9(3) of the GDPR (obligations of secrecy) and section 11(1).

Who will have access to your information

Identity of Data Controller and Data Protection Officer

The Data Controller for your information is Caerphilly County Borough Council. The Data Protection Officer is:

Ms Joanne Jones

Corporate Information Governance Manager / Data Protection Officer

Email: dataprotection@caerphilly.gov.uk

Tel: 01443 864322

Other Data Controllers may also be responsible for your information, depending on the specific circumstances. Please contact the Service Area for further information.

Details of main users of your information

The Learning, Education and Inclusion (LEI) team.

Details of any sharing of your information with others

A copy of the report generated by the LEI Team will be shared with the child's school. Should an external agency request a copy of the report on the child, we will seek parent / guardian consent to share this information unless we have a legal duty to share this information.

If it is believed at any stage of the process that the child may be at risk then the All Wales Child Protection Procedures will be followed, which may result in a formal investigation and assessment. This may involve several agencies such as social services, police, health or education.

Requests for information

All recorded information held by Caerphilly County Borough Council may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and Data Protection legislation.

If the information you provide is subject to such a request, where possible Caerphilly County Borough Council will consult with you on its release. If you object to the release of your information we will withhold your information if the relevant legislation allows.

How long will we retain your information

Details of retention period

How long Caerphilly County Borough Council retains information is determined through statutory requirements or best practice.

We currently retain this information for 35 years after the closure of the file. This is currently under review.

Your Rights (Inc Complaints Procedure)

Your rights under the Data Protection

Data Protection gives data subjects (those who the information is about) a number of rights:

- The right of subject access – Application forms for this process are available on our website: [SAR Form](#)
- The right to be informed
- The right of rectification
- The right to erasure
- The right to restrict processing
- The right to object
- The right to data portability
- Rights in relation to automated decision making and profiling.

Further information on your rights is available from: www.ico.org.uk.

To enact your rights please contact the service area detailed on the top of this form.

Complaints Procedure

If you are unhappy with the way that Caerphilly County Borough Council has handled your request / information, you have the right of complaint. Please contact the Service Area detailed at the top of this document outlining your issues.

If you remain unhappy you also have a right of complaint to the Information Commissioner's Office. Please follow this link for further information on the complaints process.

www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information/Questions-and-complaints