



SEND Information & General Data Protection Regulation GDPR

From Friday 25th May 2018, information and data regarding children with additional needs will be processed in accordance with reference to the General Data Protection Regulation (GDPR) 2018.

Information we collect

Information about your child may be collected via spoken or written information from parents, carers and guardians. With parental consent, information may also be collected from other professionals working with your child. Information about family members may also be collected, such as contact details for parents and relevant medical or developmental history of your child.

How the information is used

Personal information may be collected via email, telephone, post or face to face and is stored and used by SENDco for the purpose of meeting the children's needs.

The SENDco will use this information to:

- prepare, plan and provide appropriate support to meet children's individual needs
- to communicate with parents via post, telephone and email in relation to appointments, sending you reports, sharing information and copying you into communications with other professionals.
- for management and administration

With your consent, information about your child's needs and support will be shared with other professionals involved with your child's care (health visitors, medical professionals, speech and language therapists, occupational therapists, educational psychologists and specialist advisory service).

Unless we are required to so by law, the SENDco will not disclose any personal information collected to any person other than those set out above.

How we store personal information

- All SEND information about your child is stored securely in a locked cabinet and on a secure electronic system.
- Reports are stored on laptop/computers which are password protected. These are then transferred to the Academy server.
- Any paper based confidential information, such as formal assessments and professional reports are stored securely in accordance with data protection regulations.

How we share your information with other organisations

With your permission, reports will be shared between yourself and appropriate agencies. Reports will either be delivered by hand or with your consent then may also be emailed. The Academy is not responsible for the information shared by others.

How parents/carers can access information

You can access the information the SENDCO holds about your child by writing to the Academy, emailing or requesting a meeting with the SENDco.

Lawful basis to process personal information

The SENDco's lawful basis for processing and storing personal information is one of "legitimate interest" (Article 6 GDPR) the SENDco cannot meet your child's needs without processing personal information.

Your rights

GDPR gives you the right to have a copy of the information the SENDco holds about your child and the right to have records amended if you believe them to be wrong.

Our responsibility

- The SENDco is committed to maintain the security and confidentiality of your child's SEND records. The SENDco actively implements and maintains security measure to ensure information is safe.
- The SENDco will not release personal information to third parties unless required to do so by law.
- If you have any questions regarding how the SENDco uses your data, please contact the Academy.