

PRIVACY NOTICE

Halton SEND Partnership Information Advice and Support Service (SENDIASS)

Why do you need my information?

We will collect enough personal information so we can provide you, your child or young person with confidential, impartial and accurate information, advice and support, as required by the Children and Families Act 2014 part 3.

We will only use your personal information to provide services or information to you, or to create anonymised data for general reporting and statistical purposes. We will ask for your consent to store your personal information (securely, under data protection legislation) and you may give this consent verbally or in writing. You have the right to withdraw this consent at any time.

What legal basis allows you to use my information?

The legal basis that allows us to use your information is Consent.

Do I have to provide this information and what will happen if I don't?

You are not required to provide personal information but if you do not provide this information we will not be able to provide you with an advice and support service.

Who will my information be shared with?

Unless we have your permission from you to do so, we will not share your personal information with any organisations or individuals outside of Halton SENDIASS. The only exception would be where a failure to share your personal information would lead to a risk of significant harm to you or others.

How long will you keep this information for and why?

Your information will be kept for 6 years from the date of your initial involvement with the SENDIASS service.

How will my information be stored?

Information is securely stored and managed by Halton Borough Council and accessed only by the SENDIASS service.

Will this information be used to take automated decisions about me?

No

Will my data be transferred abroad and why?

No

What rights do I have when it comes to my data?

Right to be informed – through this Privacy Notice

Right to rectification – you have the right to have personal data rectified if it is inaccurate or incomplete.

Right to erasure – you have the right to have personal data erased and to prevent processing however

the right to erasure does not apply in some circumstances.

Right to restrict processing – you have the right to block or suppress processing of your data, however this right does not apply in some circumstances.

Right to object to processing (to certain types of processing only)

Right of Access - you have the right under the Data Protection Act 1998 (General Data Protection Regulation 2018) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access. To request a copy of your data or ask questions about how it is used download a copy of our form from

<https://www4.halton.gov.uk/Pages/councildemocracy/Data-Protection.aspx> and send it to Information Governance Service, Halton Borough Council, Service Improvement Division, Municipal Building, Widnes, WA8 7QF. Or email informationgovernanceservice@halton.gov.uk

Source of data

In addition to information received from yourself, we may also receive information about you from other agencies. We will only accept data from other agencies where you have given your expressed consent for this to be shared.

Who is the Data Controller for the information I provide?

Halton Borough Council is the Data Controller for the personal information you provide.

The Council's Data Protection Officer can be contacted on 0151 511 7003 or by email to Peter.Richmond@halton.gcsx.gov.uk

Who can I complain to if I am unhappy about how my data is used?

You can complain directly to the Council's Data Protection Officer by writing to:

Data Protection Officer, Information Governance Service, Halton Borough Council, Municipal Building, Widnes WA8 7QF'.

You also have the right to complain to the Information Commissioner's Office using the following details:
The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.
Telephone: 08456 30 60 60 or 01625 54 57 45. Website: www.ico.org.uk