

Privacy Notice: How we store and use children and young people's (CYPs) data

The categories of CYPs information that we collect, hold and share include:

- Personal information (such as name, date of birth, school attended, parents' contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Relevant information taken from school records (such as attendance data, assessment information, relevant medical information, special educational needs information, exclusions / behavioural information)
- Information gathered during consultations with staff from the referring organisation or family members of the CYP.
- Information gathered during observation and assessment of CYPs through the use of various processes and tools.
- Information gathered through various research methods (such as CYPs views about aspects of school, whole class group dynamics, group assessment information)

Why we collect and use this information

This data is collected to enable practitioners to undertake assessments, to determine the nature of CYPs additional needs and to inform effective intervention plans and to fulfil a contact made to the person giving consent for our involvement and to the referring organisation / school.

Data is retained as a record of involvement which is to enable practitioners to continue to provide effective support to CYPs and the adults working with them.

Information gathered for research purposes is collected in order to support school improvement and will be used to identify areas for school development and to inform ways to achieve such positive development. We do not collect or process data for purposes of marketing or to make decisions by automated means.

The lawful basis on which we use this information

We collect and use pupil information under one basis from **Article 6** and one basis from **Article 9**:

Article 6 (b) Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

Article 9 (h) processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3.

What this means

In signing consent for Acorn Psychology and Support Services to provide support to your child you are entering into a contract with us. To fulfil this contract (i.e. for us to identify your child's strengths and needs and decide how best to promote their development) we need to gather personal information, use it to understand the situation, and decide how best to help and to store this information securely as a record of professional involvement.

Storing Children and Young People's data

We hold CYPs data until the end of the academic year following their 31st birthday. Following this data held electronically will be permanently deleted and data held in paper format will be shredded and disposed of securely.

Who we share pupil information with

Written information, in the form of reports, action plans, consultation or rolling records are routinely provided to the organisation or person who has referred the CYP to our service. Organisations are actively encouraged to provide copies of such written records to CYPs parent or guardian.

Where other professionals are involved in the support of a CYP we may send copies of written documentation directly to them but will always seek the permission of the CYPs parent or legal guardian before doing so. Very rarely, it may be judged that it 'is in the best interests of the child' (Article 3 UN Convention on the Rights of the Child) for information to be shared with other professionals even when consent is not provided, for example where there are concerns relating to safeguarding a child.

Why we share pupil information

Routinely, we only share information in relation to the assessment of, and suggested interventions for, a CYPs additional needs with the organisation or person who made the referral to request support. We share this information to ensure adults supporting a child can better understand any barriers to their optimal development and can implement interventions to help them.

Information may be shared with other professionals who are involved in the support of the child to enable them to understand the full picture of a CYPs needs, and what is already being done to support them. As noted above, very rarely, it may be judged that it 'is in the best interests of the child' for information to be shared with other professionals even when consent is not provided, for example where not sharing the information could result in ill-informed decisions made in relation to the identification of needs and the correct treatment.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for the case records held about a CYP for whom you are the parent or guardian please contact Zoe Owen, Managing Director. We will respond to all requests within one calendar month.

As part of assessment Educational Psychologists sometimes use 'closed tests'; results and interpretations of these tests are provided in written records of involvement which will be provided in case information when it is requested. Original tests booklets, where CYPs response to test items are recorded, are not able to be shared.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the General Data Protection Regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact: Zoe Owen, Managing Director.