

Fair Processing Notice

Statutory Assessment Process

1. Why do we collect and keep your personal information?

We collect and use you and your child's personal information so that we can make an assessment of your child's Special Educational Needs and if they have a learning difficulty which calls for special educational provision for them to be made.

The Processing of you and your child's information is:

- Because we have a legal obligation to do so under SEN Code of Practice for Wales

2. How Information about you is used.

The information that you provide will be processed according to the General Data Protection Regulations 2016, and the SEN Code of Practice for Wales.

We have a duty to protect the public funds we administer and may use the information provided by you through parental requests for information as part of the statutory assessment process. We will cross check the information with sections of Pembrokeshire County Council, other local authorities is relevant.

We will also make any disclosures required by law and we may also share this information with other bodies responsible for detecting/preventing fraud or auditing/administering public funds to ensure money is targeted and spent in the most appropriate and cost effective way. In order to achieve this, information may be shared with other internal departments within Pembrokeshire County Council and with The Auditor General for Wales.

We will not make any disclosures to third parties for marketing purposes.

You and your child's data will be secure and confidential at all times and we will only collect the personal information that is required to assess your child's entitlement to special educational provision.

3. How long do we keep hold of your information?

We will retain the information provided to us for 35 years after your child's case is closed unless it is subject to legal action, your child's information will be securely destroyed after this period.

4. Access to my personal information?

You can find out if we hold any personal information by making a subject access request under the General Data Protection Act Regulations 2016. To make a request for any personal information we may hold you need to put your request in writing addressing it to:

Access to Records Team

Pembrokeshire County Council
County Hall
Haverfordwest
SA61 1TP

✉ acesstorecords@pembrokeshire.gov.uk

☎ 01437 775798

5. Your Rights.

Under the General Data Protection Regulations 2016, you have rights as an individual which you can exercise in relation to the information we hold about you and/or your child:

- The right of **access** – you are entitled to request access to and a copy of, information we hold about you and/or child
- The right to **rectification** – you have the right to ask to have your, and/or your child's, information corrected if it is found to be inaccurate.
- The right to **restrict** processing – you may request that we stop processing your, and/or your child's, personal information at any time however, this may delay or prevent us proceeding with the assessment process. We will seek to comply with your request but may be required to hold or process information to comply with our legal duties.
- The right to **object** – you have the right to object to the processing of you and/or your child's information but we may be required to hold or process information to comply with our legal duties.
- The right to **data portability** – you have the right to request transfer of you, and/or your child's information without detriment.

To make a request in relation to any of your rights please contact:

Inclusion Service
Education Department
Pembrokeshire County Council
County Hall
Haverfordwest
SA61 1TP

✉ business.support.unit.children&schools@pembrokeshire.gov.uk

☎ 01437 764551

6. Complaints or Queries.

Pembrokeshire County Council endeavours to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this seriously. We encourage people to bring to our attention if they believe that our collection or use of information is unfair, misleading or inappropriate.

This privacy notice does not provide exhaustive detail of all aspects of our collection and use of personal information. However we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below:

Jo Hendy, Data Protection Officer
Pembrokeshire County Council
County Hall

Haverfordwest
SA61 1TP

Email: dataprotection@pembrokeshire.gov.uk

Telephone: 01437 764551

If you want to make a complaint about the way we have processed your personal information, you can contact the Information Commissioner's Office as the statutory body which oversees data protection law:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

SK9 5AF

Email case worker@ico.org.uk Telephone No: 0303 123 1113

7. Changes to this privacy notice.

We keep our privacy notice under regular review.