

# Dudley SENDIASS Privacy Notice May 2018

## TO BE READ ALONGSIDE WEST MIDLANDS REGIONAL SENDIASS CONFIDENTIALITY POLICY

### **Dudley special educational needs and disability information, advice and support service (SENDIASS)**

Dudley SENDIASS is a statutory service providing legally based advice, information and support on all matters relating to SEN and disabilities including health and social care issues. This is provided to parents of a child or young person with special educational needs (SEN) or a disability, or a child or young person up to the age of 25 with special education needs or a disability.

#### **What information do we collect about you?**

When you contact our service we will ask you if you are happy for us to collect and record relevant personal information about you, your child or young person. This may include name, address, telephone number, ethnicity, child's date of birth, school and details of the issues you have contacted us for. This information will help us support you.

If you do not want us to record this information this service will still be able to offer you help and support.

#### **What are we going to do with your information?**

Dudley SENDIASS is a confidential service that takes your privacy seriously. 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 discuss your case with relevant professionals. We will ask 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. You can ask us to delete your personal information at any time.

#### **Will we share your information with anyone else?**

No. Unless we have your permission to do so, we won't share your personal information with any organisations or individuals outside of Dudley 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.

#### **Can you see the information we hold about you?**

Yes, you have the right to request a copy of the information that Dudley SENDIASS holds about you. If you would like a copy of your personal information, please email or write to us (email and postal address shown below). We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

#### **What about our website?**

[www.dudley.gov.uk/dudleysendiass](http://www.dudley.gov.uk/dudleysendiass) contains links to other websites, this privacy policy only applies to this website so when you link to other websites you should read their own privacy policies.

#### **How can you get in touch with us?**

Please contact us if you have any questions about our privacy policy or would like to request a copy of the personal information that we hold about you:

by **Email:** [dudley.sendiass@dudley.gov.uk](mailto:dudley.sendiass@dudley.gov.uk)

or **Write to us at:** Dudley SENDIASS, Saltwells Education Centre, Bowling Green Road, Netherton, Dudley, DY2 9LY