**Privacy Notice for The Sensory Support Team**

The Sensory Support Team has a specific Privacy Notice to the parents and carers of children with a medical diagnosis of a sensory impairment. This explains how personal information is going to be used, what it is used for, who it might be shared with and why, and for how long it is kept.

The information you provide helps us to support the families and educational settings of children and young people with a sensory impairment in West Sussex.

The categories of personal data we are processing are personal information about the child or young person (CYP) and any educational establishments they attend, information about the health of the CYP and information about other professionals and/or agencies involved with that CYP.

**Data Controller**

West Sussex County Council (WSCC) complies with the Data Protection Act and the GDPR and is registered as a ‘Data Controller’ with the Information Commissioner’s Office (Reg. No. Z6413427).

The Data Protection Officer (DPO) for WSCC can be found on our website at <https://www.westsussex.gov.uk/privacy-policy/>

We ensure that your personal data is processed fairly and lawfully, is accurate, is kept secure and is retained for no longer than is necessary.

**The Legal Basis for Processing Personal Data**

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| * Processing is necessary for compliance with a legal obligation. |
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| * Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. |
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**Conditions for special categories of data**

* Processing is necessary for reasons of substantial public interest on the basis of law which is proportionate to the aim pursued and which contains appropriate safeguards

If a child or other person is considered to be at risk of significant harm, people working with you will have a duty of care to share the information with the relevant services without consent.

**How we use information**

We may also receive information from other professionals in West Sussex and professionals from within the NHS.

We use this personal data in accordance with the WSCC Privacy Notice on our website at <https://www.westsussex.gov.uk/privacy-policy/> and specifically to

* provide you with appropriate services and signpost you to other appropriate organisations
* to undertake accurate assessments
* help us develop and improve our services
* complete statistical returns to benchmarking tasks being undertaken by organisations linked to sensory impairment e.g. the RNIB and NDCS
* evaluate our service and develop policies
* administer and protect public funds

**Who we share data with**

We may pass data to:

* internal departments within the local authority
* the early years setting or school attended by the child or young person
* the ‘receiving school’ during periods of transition e.g. moving from Primary to Secondary School
* voluntary organisations that parents/carers have approached for advice or support and who then contact us
* clinical commissioning groups (CCGs)
* NHS Trusts
* NHS Foundation Trusts
* Local Health Boards
* agencies with whom we have a duty to co-operate, such as police and probation service

We will not share data with third-parties for marketing purposes.

If you require more information about how the Local Authority store and use this data please go to the following websites:

<https://www.westsussex.gov.uk/privacy-policy/>

**Retention Periods**

Personal data will not be retained for longer than necessary in relation to the purposes for which they were collected. Data will be retained until the child or young person reaches the age of 25.

**Rights**

You have the right to:

1. be informed of data processing (which is covered by this Privacy Notice)
2. access information (also known as a Subject Access Request)
3. have inaccuracies corrected
4. have information erased
5. restrict processing
6. data portability
7. intervention in respect of automated decision making (automated decision making is rarely operated within WSCC)
8. Withdraw consent (see below)
9. Complain to the Information Commissioner’s Office (See below)

To exercise any of these rights please contact The Sensory Support Team, Floor 3, County Hall North, Parkside, Chart Way, West Sussex, RH12 3LZ.

**Withdrawal of Consent**

The lawful basis upon which WSCC process personal data is that it is necessary in order to comply with its legal obligations and to enable it to perform tasks carried out in the public interest. However, where personal data is solely processed on the basis of consent, you will have the right to withdraw that consent.

**Complaints to ICO**

If you are unhappy with the way your request has been handled, you may wish to ask for a review of our decision by contacting the DPO.

If you are not content with the outcome of the internal review, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted our internal review procedure. The Information Commissioner can be contacted at:

The Information Commissioner's Office,

Wycliffe House,

Water Lane,

Wilmslow,

Cheshire

SK9 5AF.