



SHEFFIELDSSENDIAS

Sheffield Special Educational Needs & Disability Information Advice & Support

GDPR Privacy Notice –Sheffield SENDIAS

SSEND IAS is an impartial and confidential service which operates at arm's length from other services in the Local Authority.

However, in order to ensure that we are able to offer the most appropriate information, advice and support, we may need to contact other services and share information about you and your child.

What information do we access?

- We will only access information which is relevant to your specific issue at the time of contact.
- This information will be focused on your child's needs.
- We will get most of the information directly from you and your child.
- However, we may need to contact other professionals to enable us to give the most appropriate advice and support

Who could we contact?

- SENCO/ Inclusion Manager, nursery/school/college
- Headteacher, nursery/school/college
- LA SENDSAR Officer
- FIS
- Specialist teacher
- CAMHS
- Educational Psychologist
- ADHD Nurse/ Ryegate
- Speech & Language Therapist

What do we do with the information we collect and for what purpose?

- We collect and record information such as: your name, your child's name, address, telephone, email, date of birth, gender, ethnicity, nursery/ school/ college, disability/ special educational need.
- We will only use your personal information to provide services or information to you.
- We will create anonymised data for general reporting and statistical purposes, to help improve our service.
- We only hold relevant information about your child or young person's SEND and any related issues that you raise.



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How is the information stored?

- It is securely stored on our cloud-based database, we will destroy any hard copies we obtain that belong to your child/ young person.
- The database is independent of Sheffield LA.
- The information is completely confidential and not shared with anyone else unless there are safeguarding concerns.

Can you request to see you and your child's data?

- you can ask to see the personal information we hold and can choose to have it on paper or in an electronic form. This can be done through a Subject Access Request (SAR).

How long will we keep information for?

- We hold information securely in our internal records until the end of the academic year in which your child turns 31.

You may choose to opt out (at any stage) of this information sharing agreement by contacting the service on 0114 2736009 or ssendias@sheffield.gov.uk

What are your rights?

You have rights under Data Protection law. For further details about your rights, the contact details of our data protection officer and your right to make a complaint please see our data protection web page: www.sheffield.gov.uk/privacy