



**SHEFFIELDSENDIAS**

Sheffield Special Educational Needs & Disability Information Advice & Support

## Sheffield SENDIAS Privacy Notice

### How we use your information

Sheffield SEN & Disability Information, Advice & Support service (SSENDIAS) is an impartial and confidential service. SSENDIAS is responsible for providing information and advice about matters relating to SEN or disabilities to children, their parents or guardians, and young people. We are required to do this as part of our duties under Sections 19(c), 26(3), 32 and 49 of the Children and Families Act 2014. SSENDIAS operates at arm's length from other services in the Local Authority.

When you contact us, we will only collect information about your or your child's Special Educational Needs or Disabilities and any related issues that you raise. We will use your personal information to provide services or information to you. We will also create anonymised data for general reporting and statistical purposes, to help improve our service.

The data we collect includes:

- your name
- your child's name.
- address
- telephone
- email
- date of birth
- gender
- ethnicity
- nursery/school/college/educational establishment
- special educational needs/disabilities

We process your personal data under article 6(1)(a) of the General Data Protection Regulation (GDPR): the data subject has given consent to the processing of his or her personal data. We process special category (sensitive) personal data under article 9(2)(a) GDPR: the data subject has given explicit consent to the processing of personal data.

If you wish to withdraw consent for us to process your information, please contact us on 0114 2736009 or at [ssendias@sheffield.gov.uk](mailto:ssendias@sheffield.gov.uk). Please note that there are certain circumstances in which we may not be able to comply with this request, for example if we have any concerns about safeguarding.



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### How we share your information

We will get most of the information directly from you or your child, but we may need to contact other professionals to enable us to give the most appropriate information, advice and support. We may need to contact the following services to gather and share information about you or your child.

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

If you do not wish for your information to be shared, you may choose to opt out (at any stage) by contacting the service on 0114 2736009 or at [ssendias@sheffield.gov.uk](mailto:ssendias@sheffield.gov.uk).

### How your information is stored and how long we keep it

- Your information is securely stored on our cloud-based database. We will destroy any hard copies of information which we obtain.
- The database is independent of Sheffield LA.
- The information is completely confidential and not shared with anyone else unless there are safeguarding concerns.
- We hold information securely in our internal records until the end of the academic year in which your child turns 31.

### What are your rights?

For information about your rights under data protection law, the contact details of our Data Protection Officer, and your right to make a complaint, please see the council's general privacy notice: <https://www.sheffield.gov.uk/privacy>.