

How we use your information

Inverclyde Council collects the information about you and your child or young person in this form in order to provide you with an Educational Psychology Service. The Council is legally required to provide this service under the Education (Scotland) Act 1980. We will keep this information for 5 years after your child leaves school. For children and young people who are currently or have been Looked After and Accommodated by a local authority, files will be kept indefinitely in line with the requirements and recommendations of the Scottish Child Abuse Inquiry (SCAI).

It is your choice to access the Educational Psychology Service with the exception of matters of Child Protection or requests from the Scottish Children's Reporter's Administration.

Inverclyde Educational Psychology Service may be asked to share your information or your child's information. We may be asked to share this information with other Council services, including Education and Social Work. We will only share information with other Council services where this is necessary to allow us to provide an Educational Psychology Service.

We may also be asked to share information with outside bodies. These bodies are the Scottish Children's Reporter's Administration and Greater Glasgow and Clyde Health Board. We will only share information with an outside body if you are currently or if you become involved with these services.

The only information that we would share with other Council services and outside bodies would be relevant information contained in or copies of, reports, consultations and letters. This is necessary in order to provide a service under the Scottish Government's GIRFEC (Getting It Right For Every Child) initiative. If asked to share data, educational psychologists will use their professional judgement to identify which information is appropriate and necessary to share with the other professionals involved, in order to inform decision-making and assessment.

Inverclyde Council does not use an automated process for making decisions about you or the services you require.

Your Data, Your Rights

You have legal rights about the way the Council handles and uses your data, which includes the right to ask for a copy of it, and to ask us to stop doing something with your data. Please contact the Council's Data Protection Officer by email or in writing to The Data Protection Officer, Andrew Greer, Inverclyde Council, Municipal Buildings, Clyde Square, Greenock, PA15 1LX.

More information about all the rights you have are available from the Information Commissioner's Office <https://ico.org.uk/>, who are responsible for making sure organisations like the Council handle your data properly and in line with the law.