

## **Privacy Notice – Educational Psychology Service**

### **How to contact us**

Inverclyde Council will act as the 'Data Controller' in regard to the personal data you provide to us. The 'Data Controller' is based at Inverclyde Council, Information Governance, Municipal Buildings, Clyde Square, GREENOCK, PA15 1LY.

The Council's Data Protection Officer is Andrew Greer who can be contacted at [dataprotection@inverclyde.gov.uk](mailto:dataprotection@inverclyde.gov.uk) and by telephone on 01475 712498.

### **What information do we need?**

The information will however include details such as name, date of birth, address and referral information.

### **Why we need this information?**

The personal data will be used to provide you and your child or young person with an Educational Psychology Service.

The Council needs to know this personal data in order to provide you with the services we provide or that you have requested and to establish our rights in relation to those services. The Council will not collect any personal data from that you that isn't needed for delivery of those services.

### **The Legal Basis for collecting the information is:**

The use of the Personal Data is necessary for the Council to comply with its legal obligations under the Education (Scotland) Act 1980 (duty of education authorities to provide educational psychology services).

### **What we will do with your information?**

All of the information the Council collects from you will be processed by staff in the United Kingdom.

Your information will be shared with the recipients or categories of recipients listed below:-

- Other departments within Inverclyde Council, including Education and Social Work Services. 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 include the Scottish Children's Reporter's Administration and Greater Glasgow and Clyde Health Board under responsibilities set out in the Children and Young Peoples (Scotland) Act 2014 (GIRFEC Initiative). We will only share information with an outside body if you are currently or if you become involved with these services.

- If asked to share data, educational psychologists will use their professional judgement to identify which information is appropriate and necessary to share with other professionals involved, in order to inform decision-making and assessment.

In general the Council does not transfer personal data outside either the UK or the European Union and on the rare occasions when it does so the Council will inform you. The Council will only transfer data outside the UK and the EU when it is satisfied that the party which will handle the data and the country it is processing it in will provide adequate safeguards for personal privacy.

### **How long will we keep your information?**

The Council maintains a Policy for the Retention and Disposal of Documents and Records Paper and Electronic which sets out how long we hold different types of information for. This is available on the Council's website at <https://www.inverclyde.gov.uk/law-and-licensing/freedom-of-information> or you can request a hard copy from the contact address previously stated above.

The Council will keep this information for 5 years after the child/young person 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).

### **Your Rights**

When you provide information to the Council, you will have the following rights:

- To withdraw consent at any time, where the legal basis specified above is consent
- To request access to your personal data
- To object, where the Legal Basis specified above is: i) public task or ii) legitimate interests
- To data portability, where the Legal basis specified above is i) consent or ii) performance of a contract
- To request rectification or erasure of your personal data, as so far as the legislation permits
- To restrict processing in certain circumstances, for example if the information is not accurate.

In addition, if you are unhappy with the way the Council have processed your personal data you have the right to complain to the UK Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, 08456 30 60 60, Email: [www.ico.gov.uk](http://www.ico.gov.uk) but you should raise the issue with the Council's Data Protection Officer first.

### **Automated Decision Making**

Not applicable in these circumstances.

### **More information:**

For more details on how the Council processes your personal information visit [www.inverclyde.gov.uk/privacy](http://www.inverclyde.gov.uk/privacy)

If you do not have access to the internet you can contact the Council via telephone to request hard copies of our documents.