

## **STAFFORDSHIRE SPECIALIST TEACHING SUPPORT SERVICE**

### **Privacy Policy**

#### **Your Data**

We have created this policy which covers how we...

- Collect
- Use
- Share
- Transfer
- Look after

... your data. The Policy also gives you information on how to contact us and lets you know your rights as a data subject.

#### **Why we collect data**

We collect data to allow us to carry out assessments and support interventions to meet the special educational needs of your child.

#### **As Data Controller our contact details are:**

Staffordshire County Council  
County Buildings  
Martin Street  
Stafford  
ST16 2DH

#### **How we collect data**

We request information from you, your child, your child's setting(s) and education services as appropriate.

#### **How we use your personal data**

We will use the information you provide in order to contact you, to allow us to identify your child on education databases so that we can provide an educational support service to you, your child and their school/setting.

#### **How we share your data**

We will share relevant information with your child's schools/settings and other education services as appropriate, in order to effectively assess and support your child.

If the information we intend to share is of a sensitive, personal nature we will only share it with partner organisations if we have obtained your consent or unless we are legally required to share it.

Personal information about you may also be provided to other local authorities. For example, if you have moved from one local authority to another and the new authority requires confirmation of the services you were receiving.

At no time will your information be passed to organisations external to Staffordshire County Council or our partners for marketing or sales purposes or for any commercial use.



## How we look after your data

Under the General Data Protection Regulations, we have a legal duty to protect any information that we hold about you. We take measures to safeguard your data and apply security standards and controls to prevent any unauthorised access to it. Information, which you have provided the council with, will be stored securely. It will only be used for the purpose(s) stated when the information was collected.

The amount of time data is kept before being disposed of will vary depending on why it was collected, how it is used and various UK laws. Our [retention and disposal schedules](#) give details about how long we keep data.

## What are your rights?

You have the right to withdraw your consent for Specialist Teaching Support Service involvement for your child at an any time.

Under the GDPR you, as the Data Subject, have the right to:

- [access the information we hold about you](#). This information is usually provided free of charge, but we may charge depending on the administrative costs of providing the information. You have the right to request this in machine-readable form so that it can, if required, be transferred to a third party.
- Request that we rectify any information about you that is incorrect. Simple inaccuracies such as address changes will be made. Depending on the purpose for processing records (including statements and opinions) may not be changed. However, there may be the option for you to provide a supplementary statement which will be added to the file.
- Request that records we hold about you are erased.
- Restrict processing of the information we hold about you if you have an objection to that processing, whilst your objection is investigated.
- Request that any information that you have provided to us is given back to you in a format that you can give to another service provider if required.
- Object to processing of your personal information including automated decision making and profiling.
- Make a complaint to a supervisory authority if you are not satisfied with how the information held about you has been handled.

## How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you, or if you have a complaint about privacy or misuse of data.

### Head of Specialist Teaching Support Service

Samantha Turnbull  
Staffordshire County Council  
Staffordshire Place 2  
Stafford  
ST16 2DH  
Email: [samantha.turnbull@staffordshire.gov.uk](mailto:samantha.turnbull@staffordshire.gov.uk)  
Telephone: 01785 356830

### Data Protection Officer

Tracy Thorley  
Information Governance Unit  
Staffordshire County Council  
Staffordshire Place 1  
Stafford  
ST16 2LP  
Email: [dpo@staffordshire.gov.uk](mailto:dpo@staffordshire.gov.uk)

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law, you can complain to the [Information Commissioner's Office \(ICO.\)](#)

