

SENDIASS Privacy Notice

Introduction

SENDIASS Camden offers information, advice, and support to families of children and young people with special educational needs or disabilities who reside within the borough of Camden.

As an outsourced service, (part of Camden Learning), funded by Camden Local Authority, SENDIASS collects, holds, and processes a considerable amount of information, including personal information about Service users, and other people. It does this to provide its services in the most effective and efficient way that it can.

SENDIASS recognizes that it has a duty to people whose information it holds to treat that information responsibly, keep it safe and secure, and process it correctly and proportionately. This privacy notice explains how we use any personal information we collect about you.

The General Data Protection Regulation (GDPR) and Data Protection Act 2018 govern how personal data is handled by SENDIASS. Personal data is information that allows a living person to be identified, on its own or in combination with other data.

What are we going to do with your information?

SENDIASS takes your privacy seriously. We will only use your personal information to provide services or information to you, or to create anonymised data for general reporting and statistical purposes. We will ask for your consent to store your personal information, (securely under data protection legislation), and you may give this consent verbally or in writing. You have the right to withdraw this consent at any time. You can ask us to delete your personal information at any time.

Will we share your information with anyone else?

No. Unless we have your permission to do so, we will not share your personal information with any organisations or individuals outside of SENDIASS. The only exception will be where a failure to share your personal information would lead to a risk of significant harm to you or others.

Can you see the information we hold about you?

Yes, you can see the personal information that SENDIASS holds about you and can choose to receive that personal information in paper and/or electronic form. You have the right to ask us to correct any inaccuracies in the personal information that we hold about you and you can also choose to reuse your personal information for your own use, e.g. give it to another organisation.

What about our websites?

SENDIASS operates a stand-alone website www.sendiasscamden.gov.uk and links to this, and information on the Service, can also be found on the Local Offer website at www.localoffer.camden.gov.uk where you will find a link to the privacy

policy or statement for that website. These will tell you what information SENDIASS gathers from visitors to our websites and what we do with it.

Data Security and Data Breaches/Security Incidents

If data is shared inappropriately, or lost or damaged this can cause serious repercussions for SENDIASS and its service users. It is essential that proper care is taken of the information we hold. For example, we must store and transport it in a secure way.

When things have gone wrong and information is lost, stolen, accessed inappropriately or corrupted, this is a data security incident/data breach. **It must be reported immediately on extension 4321. The Council is under a legal duty to report serious incidents within 72 hours** of us becoming aware of them and this will also apply to SENDIASS.

Data Protection Officer

Camden's Data Protection officer is Andrew Maughan, Borough Solicitor. He is responsible for informing and advising the Council and anyone who is engaged to process data on the Council's behalf of their data protection responsibilities and ensuring compliance. He can be contacted at dpo@camden.gov.uk

How can you get in touch with us?

If you would like to know more about how we look after your personal information, or would like to request a copy of the personal information that we hold about you, you can contact us in the following ways:

Phone: 020 7974 6264

Email: SENDIASS@camden.gov.uk

Post: SENDIASS Camden
Kentish Town Community Centre
17 Busby Place
London NW5 2SP