

## Data Protection Act 2018 Right to be Informed - Privacy Notice

Organisation collecting your information	<b>Haringey Council's Record of Processing Activities sets out full details of why and how we use personal information.</b> You have a right to access the information that we hold and have inaccurate information corrected. Please see the information on the <a href="#">Data Protection</a> section of our website for details of our processing activities, your legal rights relating to how we use your personal data and how to exercise those rights.
Why we need your personal information	To manage all activities involved in your case including Statutory Assessments, production of EHC plans, annual Reviews and transitional plan processes, special school and special centre placements, SEND Tribunals (SENDIST), mediation processes and transport
Data Protection Act 2018 basis for processing	Processing is necessary for compliance with a legal obligation
Details of statutory or contractual obligation	Children and Families Act 2014 (section 3), Education Act 1996
Consequences of not providing the information	Example: Haringey council would be unable to investigate or respond to your complaint and it may affect the effectiveness of <b>your child's services</b> . We would not be able to properly fulfil our statutory obligations and will be unable to provide you with the <b>services tailored to your child/family's specific needs</b>
Who we might share your identifiable information with	Haringey Officers, schools, preschool settings, health, other professionals, other local authorities where necessary
<b>Do you share my child's</b> information in any other way?	We share information, such as numbers of children with Educational health and care plans, for professional reports to schools on our local population, and also part of our needs assessment. We are also sometimes asked for freedom of information act requests around data. When we share information in this way, your child and their needs are not <b>identifiable</b> . <b>We do not share information about a child's needs if the numbers of children involved are less than 5.</b> This is so that children are not identified.
How we share your identifiable information	We share information, such as reports on your <b>child's progress</b> , to external professionals using secure encrypted emails
How will I know if my information, <b>or my child's</b> information, is shared?	<b>You sign consent for your child's information to be shared in your child's best interests when you make a referral to a service for your child, or when you agree for a referral to be made.</b> If your <b>child has an EHCP, your child's EHCP has a list of people that you agree for the information to be shared with.</b> Haringey's children's services has an information sharing policy, whose intended purpose is to <b>safeguard children's needs</b> . This is written by the Local Safeguarding Children's Board (LSCB). More can be found about this on the LSCB website.
How do we store your identifiable information	SEN and Social Care staff use electronic database called <b>'Mosaic'</b> which is a <b>secure electronic recording</b> system. Access to this is restricted to appropriate officers and controlled by different access permissions depending on role of officer and need to know. Education staff such as educational psychologist

	use paper files, which are locked in a private office and cannot be accessed by other staff unless you give permission. They are working towards using electronic records.
How long we will we keep your information	40 years from date of birth
How we keep your information	If your child has left the SEND service will archive any paper files <b>with a company called 'storafire' who catalogue and securely</b> store the information on <b>Haringey's behalf</b> . Haringey Council can retrieve this information when needed and the files are securely destroyed when they have reached their retention period. This is done with approval from Haringey Council.
What happens if something goes wrong?	We sincerely hope that we do not have any breaches individuals personal data. All data breaches are reported to our Data Protection Officer who will advise us on the remedial action to take to put things right and sometimes this can include reporting the breach to the information <b>commissioner's</b> office.