

Privacy Notice for Educational Psychology and Speech and Language Services

How we use your information

We collect your information to

- Support these children and monitor their progress
- Provide them with appropriate therapeutic care
- Assess the quality of our services
- Evaluate and improve our safeguarding procedures.

The categories of this information that we collect, process, hold and share include

- Personal information such as;
 - Data of birth, address, contact information
- Special categories of information such as;
 - SEND information.

The lawful basis on which we use this information

Parental Consent

- All parents are requested to complete and sign a permission form to consent to therapy taking place.
- This consent can be withdrawn at any time by writing to your child's school.

Collecting this information

This information is obtained by the school from referral form and consent form.

The information will be handled internally by the appropriate staff including therapists and their line managers.

Storing this information

We hold data securely for the set amount of time shown in our data retention schedule, which is available on the school website.

Who we share this information with

We routinely share this information with:

- The child's school.
- AT Therapy Ltd.

Why we share this information

We share this information in order to report progress and suggestions for further work in school.

AT Therapy Ltd provide some of our speech and language service capacity.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please contact School (GDPR@priestnall.stockport.sch.uk) to make a request or alternatively you can view our Data Subject Rights Policy on the school website.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

Priestnall School (GDPR@priestnall.stockport.sch.uk) or the Schools' Data Protection Officer

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