

KCC Children, Young People & Education Special Educational Needs and Disabilities Privacy Notice - Easy Read



Who are we?

We are Kent County Council (KCC).

The Special Education Needs and Disabilities (SEND) service supports children and young people who have Education, Health and Care (EHC) Plans.

Disabled Children and Young People's Service is a range of services that offer support to disabled children, young people and their families. We work other teams in KCC and with other organisations to support children, young people, adults and families in Kent.



There is a law called Data Protection and the United Kingdom General Data Protection Regulation (UK GDPR). This law means we must tell you:

1. What personal information we collect
2. How we get your personal information
3. How we use your personal information
4. Who we can share your personal information with

Personal Details:

Surname (Last Name): _____ Given Name (First Name): _____
 Date of Birth: _____ Age: _____ Sex: _____
 Nationality: _____ Single/Married/Other (Please Specify): _____
 Address for Correspondence: _____
 Residential Address (if different from above): _____
 Telephone Number: _____ Fax Number: _____
 E-Mail Address: _____

What personal information we collect

- personal information such as name, address, contact details, date of birth, gender, NHS numbers and Port-Reference and Home Office numbers
- special information about disabilities
- details of family relationships
- what is working well and what you are worried about
- details of your difficulties, and how we are going to work together
- information gathered during child or adult protection processes
- episodes of being looked after
- outcomes for looked after children, such as health checks and education plans
- adoption information
- information on Care Leavers
- financial information
- if you are a carer

We also collect personal information from:

- the police
- other organisations
- your child's school
- involvement with other KCC services
- court decisions relating to our duty to you



Reasons we can record and use your information

We collect and use your information because we have a legal responsibility to, and to carry out our job in your best interests.

We collect and use sensitive information for legal reasons, to look after you and make sure you are treated equally, to give you social care, and if we need the information if we go to Court.



How we get your personal information

We get this information from:

- What you tell us when we work with you

We also get personal information from other sources:

- other organisations or teams that help us with advice and information (such as Social Services, educational psychologists, mental health services, doctors, school nurses the NHS)
- schools attended



How we use information about you

We use information about you to:

- look after and support disabled children and young people
- work with other teams and organisations to make sure you receive the right support
- talk to Service Providers about the care of Looked After Children and Care Leavers
- help you to use support and advice services and groups
- ask you about the services we provide, and improve our care, and to plan ahead for future care
- inform you about events/activities and our services
- request and arrange installation of equipment for you if you need it
- help you with money issues when you become 18
- to make sure everyone is treated equally
- help the delivery of the Covid-19 Vaccination Programme



Keeping your personal information safe

We have security which prevents information from being accidentally lost or used in the wrong ways.

We only let people see your information if they have a work reason to know it. Anyone seeing your information must do it confidentially. This means that they must not share it unless there is a good reason, such as if you or somebody else's safety is at risk.



Who we share your personal information with

We might share your personal information with:

- Teams within KCC and our partners who might help you or your family
- schools, colleges, and early years providers
- Partners we trust, which may include doctors and nurses, other councils, agencies, and the Courts
- The government
- People who give us advice (such as contracted SEND experts) and mediation services

We must share personal information with the Police if we are asked to by law.



We will not keep information about you for longer than it is needed



Your Rights

Under the UK GDPR you have rights. For free, you can:

- know what we are doing with your information and why we are doing it
- ask to see what information we have about you (Subject Access Request)
- ask us to correct any mistakes in the information we have about you
- make a complaint to the Information Commissioner's Office

You can get more information about your rights and the United Kingdom General Data Protection Regulation from the Information Commissioner's Office (ICO).

For more information visit

<https://www.kent.gov.uk/about-the-council/aboutthewebsite/privacy-statement>