

Information Network Register WISENDSS (IN) Privacy Notice

Here at Wakefield Council, we take your privacy seriously and will only use your personal information for the purpose(s) listed in section 2 below. This notice provides details of how the Council collects and uses information (data) about you.

We will keep your information (data) secure at all times.

1. Who we are.

a) The Controller for the information we hold is Wakefield Council.

Contact details:

Telephone: 01924 306112

Email: dataprotection@wakefield.gov.uk

b) The Council's Data Protection Officer is the Corporate Information Governance Team Manager: Contact details:

Telephone: 01924 306112

Email: dpo@wakefield.gov.uk

2. How we use your data:

The Wakefield Inclusion Special Educational Needs & Disabilities Support Services (WISENDSS) needs to collect the following information about any family with children and young people, aged 0-25 years, with additional needs and the practitioners who work with them who wish to be on the Information Network (IN) Register to receive information about support available to you and your child.

The Information Network Register is something every Council must have and keep up to date under the Children's Act 1989. The IN is kept on a secure, protected, database and day to day access to the full information is restricted to the WISENDSS Team in Wakefield Council.

Your child

We will ask for the following information about your child:

- Full name
- Date of Birth
- Gender
- Additional Needs, whether diagnosed or not
- Whether they are in Education, Training, Employment or Unemployed
- Ethnicity (optional)

If a young person aged 16-25 years is filling in the form, they will need to make sure they also give us information about how they want to be contacted in the same way as a parent or carer.

A young person should only complete the form if they are able to understand what consenting to using their information may mean.

Young people can be registered on the IN up to the age of 25 years even if they are no longer in education and may be working, taking part in training or an apprenticeship or are unemployed.

Parent or Carer

As well as the information about your child or children with additional needs, we will also need to know:

- Your full name
- How you would like us to address you when we write to you
- Method of contact - email or address
- Relationship to the child or children

We will also ask about your telephone number. This will not be recorded or shared. It will only be used in the first instance to contact you about your form if any information is missing or incorrect when we check it.

We use this information to provide the service with an understanding of what services and support may be needed in the local area. It is also used to give anonymous information about disabled children in Wakefield district when it is asked for.

Practitioner

If you are a practitioner working with families with children and young people with additional needs, you will be asked for the following details:

- Full name
- Employer or group name
- Contact email

We will also ask about your telephone number. This will not be recorded or shared. It will only be used in the first instance to contact you about your form if any information is missing or incorrect when we check it.

To enable us to provide our service to you we will share provided information, with consent, to the following:

Local Offer Newsletter (Wakefield Council)

Your information will be used to share the Local Offer Newsletter (Wakefield Council) with you, either by email or by post if you request this.

Wakefield Parent Carer Forum

The Wakefield Parent Carer Forum are an independent self-managing parent led group. It is led by a steering group of parents who all have a wide range of experiences of living with neurodivergent children and children with Special Educational Needs and/or disabilities.

If you choose to be sent information about advice sessions and events for parents, carers and families with children and young people with additional needs we will share your email or postal address.

Play Schemes

If you consent, we will share your email address and your child's name and age range with play schemes to inform you about the events that are available.

Max Cards

For Max Cards we will retain your mailing address to ensure that the card can be posted.

In addition, your data may be accessed by Internal Audit and the Counter-Fraud Team as they are required to hold, or have access to, information from systems and processes across the Council so that we can:

- Fulfil legal (Accounts and Audit Regulations 2015, and Local Government Act 1972) and mandatory professional requirements (Public Sector Internal Audit Standards) to provide an internal audit function.
- Investigate referrals made under the Council's Counter-Fraud Framework, including the Whistleblowing Policy.
- Participate in national and local counter-fraud schemes, such as the National Fraud Initiative, to help protect the public purse.
- Maintain the central register of applications for RIPA (Regulation of Investigatory Powers Act 2000)
- Ensure the effectiveness of the Council's governance, risk management, and control processes. This forms part of the Head of Internal Audit Annual Assurance Opinion, which is incorporated into the Annual Governance Statement.
- Facilitate the prevention, deterrence and detection of bribery, corruption, fraud and money-laundering committed against the Council.

3. What authority does the Council have to collect and use this information?

The law says that we cannot process your personal data unless we comply with at least one condition in Article 6 of the UK GDPR. The Article 6 lawful basis we rely upon for processing your information is:

Article 6 1 (a)

(a) Your consent. You are able to withdraw your consent at any time. You can do this by contacting Wakefield Inclusion SEND Support Service (WISENDSS) at Informationnetwork@wakefield.gov.uk or by calling 01924 302471.

The law also states that we cannot process personal data which is considered to be Special Category Data (such as information relating to your health, religion or ethnicity, for example) unless we comply with a condition within Article 9 of the UK GDPR. The Article 9 lawful basis we rely upon for processing Special Category Data is:

Article 9 2 (a)

(a) Your explicit consent – Which can be withdrawn at any time by contacting Wakefield Inclusion SEND Support Service (WISENDSS) at Informationnetwork@wakefield.gov.uk or by calling 01924 302471.

You can tell us at any time about changes to your information or consent, but we will also periodically review the details to make sure they are still correct.

All applications will be reviewed every 2 years, within 1 month of a young person's 16th birthday or when you tell us about a change, whichever is the soonest.

We will review a young person's consent when they reach 16 and check if they would like to complete their own application form and give their own consent on how we use their information, if they are able to understand what giving their consent will mean.

If they are not capable of giving their consent at that time, the parent or carer will need to let us know and provide any consent on their behalf.

4. How long will we keep your data?

Young person 25 years old

When a young person reaches their 25th birthday, the details will no longer be kept on the IN, and they will be deleted. If you withdraw your consent to be on the Register before the child is 25, the information will be deleted immediately.

Child or young person dies

We are notified about child deaths up to age 18 years by the Local Safeguarding Children's Board. Where we find they are registered on the IN, we will delete their information as soon as possible. At the latest, the details will be removed within 28 days of our service being made aware.

We do not receive details of deaths for adults up to age 25 years at the moment.

If you unfortunately have to tell us your child has died, we will remove their information as soon as possible. At the latest, the details will be removed within 28 days of our service being made aware.

This is to help prevent causing any distress by sending you information you may no longer need.

5. Your rights and your personal data

Under the GDPR you have the following rights:

Right of Access

You have a right of access to the personal information that the Council holds about you, and/or the right to be given a copy of the data undergoing processing.

Right to Rectification

You have the right to request that the Council corrects any personal data if it is found to be inaccurate, incomplete, or out of date.

Right to Erasure

In certain circumstances, you may have the right to request your personal data is erased.

Right to Restriction of Processing

You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

Right to Object to Processing

In certain circumstances, you may have a right to object to the processing of your personal data.

Right of Complaint

You have a right to lodge a complaint with the Information Commissioner, please find contact details below.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

To exercise any of your rights, you should contact the Data Controller's representative as shown in section 1b.

6. Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

7. Changes to this Notice

We will review this notice regularly, and no later than every 2 years, to ensure it remains accurate and relevant, unless legislative changes require this sooner.