

Berkshire Sensory Consortium Service Pupil Privacy Notice

Privacy Notice – This notice explains when we collect your personal data, what we use it for and who we share it with.

Who processes your information?

RBWM (host authority of Berkshire Sensory Consortium Service) is the data controller of the personal information you provide to us. This means that we determine the purposes for which, and the manner in which, any personal data relating to you and your families is to be processed. Martin Tubbs acts as a representative for RBWM with regard to our data controller responsibilities; he can be contacted on 01628 796945 or dpa@rbwm.gov.uk.

Why do we collect and use your information?

We collect information from you and your family to ensure that you receive the most appropriate support whilst under our service. The data we collect includes your full name, date of birth, address, NHS number, Unique Pupil Number, educational setting, degree and description of sensory impairment. We may also collect your contact details if age appropriate.

We collect your ethnicity as we need to report this to professional bodies when requested.

Who do we share your data with?

To help ensure that we provide you with the best possible care and support, other services often work closely with us. It may therefore be in your best interests for your information to be made available to these services. In addition to this, we may be required by law to share your information. Depending on the circumstances, we share information with the following:

- Educational settings, such as schools and early years settings
- Other health and social care professionals and services
- Local and central government bodies, such as Berkshire Local Authorities
- Law enforcement agencies such as the Police
- Regulatory authorities, such as the Department for Education and Office for Standards in Education (Ofsted)

Berkshire Sensory Consortium will not share your information with any other parties without your consent unless the law and our rules allow us to.

How long do we store your information?

Berkshire Sensory Consortium Service store your data until you reach the age of 25.

If you require more information about how the DfE store and use your data please go to the following website: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>