

Berkshire Sensory Consortium Service Privacy Notice

This privacy notice is designed to inform data subjects (natural individuals) what personal information about them is collected, for what purposes it is used, who it may be shared with, how long it is kept and how to obtain a copy. This notice explains in general what the Berkshire Sensory Consortium Service do with personal information.

Who we are:

Berkshire Sensory Consortium Service. We are a partnership across the six local authorities in Berkshire – Royal Borough of Windsor and Maidenhead, West Berkshire, Slough, Wokingham, Reading and Bracknell. The service is hosted by:

Royal Borough of Windsor and Maidenhead
Town Hall
St Ives Road
Maidenhead
SL6 1RF

Lawful basis for processing information:

The main legislation governing Berkshire Sensory Consortium Service and that provides the lawful basis for processing information is the following:

- Children & Families Act 2014
- Equality Act 2010
- SEND code of practice: 0 to 25 years 2014

How we collect information:

Personal data is supplied by you as a service user or by your child's school or hospital. The forms used to collect personal data from you about your child include: Information forms from hospitals and schools

- Referral Datasheets and forms from parent/carer/school
- Updates from Education, Health and Social Care professionals involved with your child

What information is collected:

Berkshire Sensory Consortium Service collect and hold your child's full name, date of birth, address, NHS number, Unique Pupil Number, educational setting, degree and description of sensory impairment. We may also collect your child's contact details if age appropriate.

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

We also collect your contact details including home phone, mobile phone, email address and home address.

How we use the information provided:

All information provided is used by Berkshire Sensory Consortium Service to ensure your child receives the most appropriate support whilst under our service.

Who has access to the information about you/your child:

In order to ensure that your information is used appropriately and that your privacy is respected, your personal information will be held and used in compliance with the requirements of all applicable legislation. This means that:

- RBWM will take steps to ensure that your information is kept as safe as possible, and that it is always accurate and up to date.
- Only those staff who need to do so will access your personal information.
- Your data is stored securely on our database and is only accessed by staff of whom all have enhanced DBS checks and a username and password.
- Berkshire Sensory Consortium Service pupil caseloads are shared securely at the beginning of every term with the Local Authority that is responsible for your child.

Who we may share your information with:

To help ensure that we provide your child 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)

How long we store your information:

Your child's details will be stored with Berkshire Sensory Consortium Service until they reach the age of 25.

How Berkshire Sensory Consortium keeps personal information safe:

Employees and business partners who have access to and are associated with the processing of personal information are obliged to respect the confidentiality of personal information. All access to personal information is controlled by secure computer logins and passwords.

Personal information will not be disclosed to government institutions and authorities except if required by law or other regulation.

Your rights:

- To be informed about the collection and the use of their personal data
- To access a copy of your personal data and supplementary information
- To have inaccurate personal data rectified, or completed if it is incomplete
- To erasure (to be forgotten) in certain circumstances
- To restrict processing in certain circumstances
- To data portability, which allows the data subject to obtain and reuse their personal data for their own purposes across different services
- To object to processing in certain circumstances
- To object to automated decision making and profiling
- To withdraw consent at any time (where relevant)
- To complain to the Information Commissioner

How to request a copy of personal information:

People have a right to request and receive a copy of their personal information. To exercise this right please e-mail or write to:

Data Protection Officer
Royal Borough of Windsor & Maidenhead
Town Hall, St Ives Road
Maidenhead
SL6 1RF
Tel: 01628 796945
E-mail: dpa@rbwm.gov.uk

How to complain:

The Berkshire Sensory Consortium strives to meet the highest standards when collecting and using personal information. Complaints are taken very seriously and data subjects are encouraged to bring any issues to our attention.

To do this either e-mail or write to:

Complaints
Royal Borough of Windsor & Maidenhead
Town Hall, St Ives Road
Maidenhead
SL6 1RF
Tel: 01628 683857
E-mail: complaints@rbwm.gov.uk

Additionally data subjects have a right to complain to the Information Commissioner, the regulatory authority. The contact details are:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 0303 123 1113
Email: casework@ico.org.uk
<https://ico.org.uk>