

**Reading Information Advice and Support Service for SEND
Data Privacy Notice under UKGDPR**

<p>The identity and contact details of the company: Reading Information Advice and Support Service for SEND, a service provided by, but at arms' length from Reading Borough Council.</p> <p>Reading IASS for SEND Tel: 0118 937 3421 Email: iass@reading.gov.uk</p>
<p>Contact details for data protection enquiries: IGTeam@reading.gov.uk</p>
<p>What Personal Data is held? Names, contact details, dates of birth (of children and young people), educational setting, SEND, health and disability issues (where relevant), social services involvement (where relevant), ethnic group (optional question), records of contacts and meetings attended.</p>
<p>How will the data be stored? On a secure encrypted database, to which only IASS staff have access. Paper records are kept in locked filing cabinets and drawers, in a secure building.</p>
<p>What is the legal basis for the collection, use and storage of the data? The lawful basis for processing is under (UK) GDPR Article 6(1) (e) Public task: the processing is necessary to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law. In the context of IASS, data processing is necessary in order to provide information, advice and support carried out in the public interest under s.32 of the Children and Families Act 2014 (CAFA). Special Category Data (data on health) will be processed under (UK) GDPR Article 9 (g) Reasons of substantial public interest (with a basis in law).</p>
<p>Give details of how long the data will be stored and criteria used to determine this? Paper records are held only so long as required by the case and then are destroyed as confidential waste. Database records will be retained for the duration of SEN Support or Education Health and Care Plan and will be anonymised (kept only for statistical purposes) when the young person reaches the age of 25, or earlier on request).</p>
<p>Who will it be shared with and for what purpose? Reading IASS for SEND operates a confidential service and information will only be shared outside the service with the consent of the service user, except in situations where a safeguarding concern has arisen.</p>
<p>How can the service user get access to it? A Subject Access Request can be made by following the link on the following page: https://brighterfuturesforchildren.org/privacy-notice/ or email Sar@reading.gov.uk</p>

State whether any data is to be transferred outside the EU?

No data is to be transferred outside the EU

Is processing based on consent?

The lawful basis for processing data for IASS purposes is “public task” - It is necessary for IASS services to process data in order to provide advice and information under CAFA.

What other rights does the service user have?

Under data protection law, you have rights including:

- Your right of access – you have the right to ask us for copies of your personal information.
- Your right to rectification – you have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure – You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing – You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Your right to object to processing – You have the right to object to the processing of your personal information in certain circumstances.
- Your right to data portability – You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.
- You have a right to complain to the Information Commissioner’s Office (ICO) if you are unhappy with how your personal information has been handled by RBC. They can be contacted at:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

Helpline number: 0303 123 1113 ICO website: <https://www.ico.org.uk>

State if there will be any automated decision making

There will be no automated decision-making as a part of the processing of data.