

# 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.

We work with other children and young people's services in KCC and organisations to make sure children and young people with SEND in Kent get a good education.



## 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

## What personal information we collect

- personal information (such as name, address, contact details, date of birth, gender, where you are from)
- details of special educational needs and disabilities
- information about your health

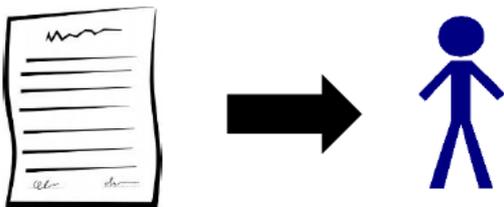


### **Reasons we can record and use your information**

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, and if we need the information if we go to Court.

We use your personal information for online workshops with your consent.



### **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:

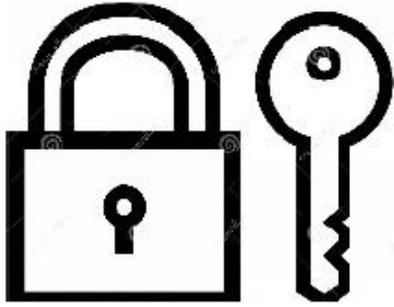
- other organisations or teams that help us with advice and information (such as Social Services, educational psychologists, mental health services, doctors, school nurses the NHS)
- childcare services you attended
- schools or colleges you attended



### **How we use information about you**

We use information about you to:

- identify special needs and the help that is needed to support you
- know who we need to speak to, so we can ask them to send us information and advice
- make decisions about whether to make assessments
- make decisions and keep the Education, Health and Care Plan up to date
- make decisions about paying for services that will help you
- help to resolve any disagreements



### 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 Commissioners Office

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

For more information visit

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