

Privacy Notice for Behaviour Support Team (BST)

Information Held About you

The Behaviour Support Team works within primary and secondary schools in Herefordshire. Pupils are referred to the team by schools; specific data on referred pupils is collected by the team on a referral form or 'passport'. We would like your permission to share this information with local education services. This is because we work across services to provide the best support we can.

Who is processing my data?

All personal data held, is processed in accordance with data protection law. The Data Controller for the information outlined in this privacy notice is Herefordshire Council.

How will we use the Information we hold about you/ your child?

We will collect information about your child when referred to the service to:-

- Understand how they are managing in school and any difficulties they may have.
- Contact your child's school to offer education/behaviour advice and support.
- Meet with you (if appropriate) to offer advice surrounding behaviour support at home
- Sign-post you to other services for support (with your consent)

What is the legal basis for us to process your data?

The legal basis for processing the data is

- your consent, which you can withdraw at any time by notifying us
- our legal obligation under the Equality Act 2010
- in the exercise of official authority

Who we will share your information with

We may share your information with partner organisations, including:-

- Herefordshire Council Education Services
- Your child/children's school

We will not normally share your information with organisations other than our partner organisations without your consent; however, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

How long do we keep your records

We will only keep your information for the minimum period necessary. The information outlined in this privacy notice will be kept for *25 years*. All information will be held securely and destroyed under confidential conditions.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To request your records, you will need to put your request in writing and provide proof of identification to the Information Governance Team, Herefordshire Council, Plough Lane, Hereford HR4 0LE or via email, informationgovernance@herefordshire.gov.uk

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Providing Accurate Information

It is important that we hold accurate and up to date information in order to assess your child's needs and delivery the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

Further information

If you have any questions or concerns about how your information is used, please contact the Behaviour Support Team in the first instance vbarton@herefordshire.gov.uk You can also contact the Data Protection Officer, Carol Trachonitis, at Herefordshire Council, Plough Lane, Hereford HR4 0LE, telephone (01432) 260616, email: informationgovernance@herefordshire.gov.uk

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>

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