

Privacy Notice

Inclusion Service



**North Yorkshire
County Council**

This Privacy Notice is designed to help you understand how and why the Inclusion Service processes your personal data. This notice should be read in conjunction with the Council's [Corporate Privacy Notice](#).

Who are we?

North Yorkshire County Council is a 'Data Controller' as defined by Article 4(7) of the General Data Protection Regulation (GDPR). The Inclusion service is responsible for carrying out duties under the Children and Families Act 2014 in relation to statutory assessment processes, and the ongoing monitoring of children and young people who have Education, Health and Care (EHC) Plans. In order to provide this service effectively, the Inclusion service needs to collect and process your personal and special category data.

The Council has appointed **Veritau Ltd** to be its Data Protection Officer. Their contact details are:

Data Protection Officer
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL
01609 53 2526

What personal information do we collect?

In order to deliver our Inclusion Service the Council will need to collect both personal and special category data, specifically:

Personal data collected:

- Parent and child's personal information (e.g. name, address, date of birth)
- Family history
- Early year provider information
- School information
- Destination information, for 16+

Special category data collected:

- Special educational needs and disability information
- Health information
- Mental health information
- Ethnicity

Why do we collect your personal information?

We need to collect this information to fulfil our legal obligation with regard to the care of a child, specifically for the following purposes:

- Provision of Early Years services
- To assess your child's specific educational needs
- To provide you and/or your child with appropriate services
- Service improvement
- Research and statistics

Who do we share this information with?

In the course of performing our duties, we may share your information with a number of agencies who are key to delivering our service.

Within North Yorkshire County Council:

- Staff who provide inclusion services to you or your child(ren)

Agencies we share information with:

- Department for Education (DfE) (Statutory returns)
- Educational establishments attended by your child(ren)
- Early years providers
- Health partners, including the NHS

How long do we keep your information for?

Data held	Retention period
Data relating to children with special needs	25 years from date of birth

What is our lawful basis for processing your information?

With regard to personal data:

Article 6(1)(c) – Legal obligation

With regard to special category data:

Article 9(2)(g) – Substantial public interest

Article 9(2)(h) – Provision of health and social care

The legislations, policies and guidance that relate to this service includes, but is not limited to:

- Early Education and Childcare Statutory Guidance for Local Authorities
- Special Educational Needs and Disability (SEND) Code of Practice: 0 to 25 years
- Working Together to Safeguard Children 2015
- Children and Families Act 2014
- Children Act 2004

For More information about how the County Council uses your data, including your privacy rights and the complaints process, please see our [Corporate Privacy Notice](#).