****

**Blackburn with Darwen SENDIASS**

**(Special Educational Needs & Disability, Information, Advice & Support Service**)

**Privacy Notice**

**Who is responsible for your data?**

Blackburn with Darwen Community & Voluntary Service (CVS) is the Data Controller for the personal information you provide. The CVS Data Protection Officer can be contacted at [office@communitycvs.org.uk](mailto:office@communitycvs.org.uk) or by writing to the Data Protection Officer, Community CVS, 45 Railway Road, Blackburn BB1 1EZ

**What Information we need?**

If you are a parent/carer requesting information, advice and/or support we will ask you for your name and address, your contact phone number or your email (if you choose to provide this), along with the name and date of birth of the child/young person, the nursery/setting/school/college or placement details. We will also ask you for information regarding the reason for requesting support along with any specific SEND (Special Educational Needs and Disability) needs the child/young person may have.

If you are a child/young person requesting information, advice and/or support we will ask you for your name, your date of birth, address, your contact phone number &/or your email (if you choose to provide this) along with the nursery/setting/school/college or placement details. We will also ask you for information regarding the reason for requesting support along with any specific SEND (Special Educational Needs and Disability) you may have.

There is no statutory obligation for you to provide this information but it may limit the range of support we may be able to offer you if you do not provide it.

**Why do we need this?**

We will ask you for this information as it will help us to provide you with the information, advice and support you are asking for. It will also ensure we are able to keep accurate records relating to the information, advice and support that we have provided you with.

**Where will we store your information?**

Case files are kept electronically in a protected computer network only accessible to the IAS Service. Paper copies relating to your case will be locked in a secure cabinet

**Who will we share your information with?**

We may share this information, with your consent, with other agencies in order to further support you. We **will** share this information in the event of any safeguarding concern or if ordered to do so by a Court or if requested to do so during an Ofsted Inspection within the Local Authority.

**How long will we keep your information?**

We will keep your information securely for the time you are being supported by SENDIASS Blackburn with Darwen and in line with Blackburn with Darwen Community & Voluntary Service retention and disposal policy.

**Other**

We do not transfer your information to any other service inside or outside of Blackburn with Darwen SENDIASS & Community CVS unless there are any safeguarding concerns. We do not transfer your information to a third country (that is a country outside of the EEA).

**Your Rights**

You have a number of rights relating to the processing of your information, including the right to access the information we hold about you (via a Subject Access Request), the right to erasure (the right to be forgotten) and the right to have inaccurate data corrected. More information about your rights can be found by contacting Blackburn Community Voluntary Service.

**Complaints**

If you’re not happy with how Blackburn with Darwen SENDIASS has handled your personal information, you can complain to Community CVS and give them the opportunity to resolve this with you. You should contact the Data Protection Officer if you have a complaint.

**This policy will be reviewed annually and amended if necessary.**

**September 2018**