



How We Use Your Information Privacy Notice

Fairley House Assessment Clinic

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Named person responsible for review	Lisa Buddin, Finance Manager

Fairley House Assessment Clinic

www.fairleyhouse.org.uk

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A non-profit making company limited by guarantee.
Registered in England no 1535096 Registered charity no 281680

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Introduction

We are giving you this notice because you are able to exercise your child's data protection rights on their behalf. If your child is older (usually when they reach the age of 12) they will be considered mature enough to exercise their own data protection rights, the same notice applies.

If you have any questions about this notice, please talk to the Finance Manager.

What is "personal information"?

Personal information is information that the clinic holds about your child and which identifies your child.

This includes information such as their date of birth and address as well as things like exam results, medical details and behaviour records. We will hold information as to the reason for any assessment support, such as concerns about learning, speech and language or specialist teaching needs.

How and why does the clinic collect and use your child's personal information?

We use your personal information to:

Work with the child or young person to gain an understanding of strengths and needs based on their skills.

Assess and advise on the most appropriate level of support.

Undertake consultation with adults who work with the child or young person.

Provide parents with a report to inform their ongoing support for a child or young person

Use data to compile reports on the service. No individual child will be identifiable.

What information do we share?

We will not share any information about you with other organisations or people, the information will be used among the qualified staff working at Fairley House (FH) Assessment Clinic including Educational Psychologists, Occupational Therapy, Speech and Language therapists, Specialist Teachers, except in the following situations:-

Consent – we may share information with professional carers or others whom you have requested or agree we should contact.

Serious Harm – We may share your information with the relevant authorities if we have reason to believe that this may prevent serious harm being caused to your child or another person.

Compliance with law – We may share your information where we are required to by law or by the regulations and other rules to which we are subject.

More than one basis

We may move from one of the legal bases to another as circumstances change. For example, as a safeguarding matter becomes more serious, we may start to rely on "legal obligation" to share personal information with the local authority in addition to the other legal bases which are noted for safeguarding purposes.

How do we obtain consent?

When working with children and young people, we are advised to ensure that we have ascertained who has parental responsibility and that those with parental responsibility are aware of their planned involvement, if this is appropriate.

We also need to be aware that where separated or divorced parents share parental responsibility, one parent can give consent.

We may ask for your consent to use your child's information in certain ways. For example, we may ask for your consent before sharing information with school staff. If we ask for your consent to use your child's personal information you can take back this consent at any time.

Any use of your child's information before you withdraw your consent remains valid.

How do we manage confidentiality?

We are responsible for holding records securely to ensure the confidentiality of the information contained within them and to control access to them.

Access to records

The 'right to know and need to know' principle governing record access should apply.

Clients have a legal right to access records concerning them, and this right is enshrined in legislation. Additionally, it is good practice for clients to be given feedback on their content. Client access to records will be restricted to information about themselves and not third parties. Restrictions will also apply when disclosure would place the clients or others at risk of serious harm.

For how long do we keep your child's information?

We will hold your personal information securely and retain it from the child /young person's date of birth until they reach the age of 26, after which the information is archived or securely destroyed.

Please see our Information and Records Retention Policy for more detailed information. This can be found on our website here www.fairleyhouse.org.uk/information/policies/

What decisions can you make about your child's information?

From May 2018 you will be able to make various decisions about your child's information. Some of these are new rights whilst others build on your child's existing rights. Your child's rights are as follows:

- **Rectification:** if information held by the clinic about your child is incorrect you can ask us to correct it.
- **Access:** The 'right to know and need to know' principle governing record access should apply. Clients have a legal right to access records concerning them, and this right is enshrined in legislation. Additionally, it is good practice for clients to be given feedback on their content. Client access to records will be restricted to information about themselves and not third parties. Restrictions will also apply when disclosure would place the clients or others at risk of serious harm.
- **Deletion:** you can ask us to delete the information that we hold about your child in certain circumstances. For example, where we no longer need the information.
- **Portability:** you can request the transfer of your child's information to you or to a third party in a format that can be read by computer in certain circumstances.
- **Restriction:** our use of information about your child may be restricted to simply storing it in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy
- The Finance Manager can give you more information about your child's data protection rights.

Further information and guidance

This notice is to explain how we look after your child's personal information. The Finance Manager can answer any questions which you might have.

Please speak to the Finance Manager if:

- you would like to exercise any of your child's rights listed above; or
- you would like us to update the information we hold about your child; or
- you would prefer that certain information is kept confidential.

If you consider that we have not acted properly when using your child's personal information you can contact the Information Commissioner's Office: www.ico.org.uk.