



Things You Need to Know

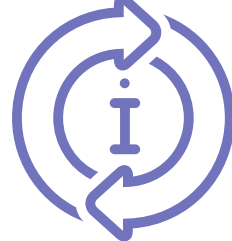
as a parent/carer about how we use personal data

Stirling Educational Psychology Service's Privacy Notice

Why does the Council process personal data?

Stirling Council needs to collect, store, use, share and dispose of personal data in order to deliver services as a local authority. Stirling Council collects information about you & your child to provide you with an Educational Psychology Service. Our Privacy Notice tells you why the Council needs to collect data and what we do with it.

01. What makes it lawful for the Council to process this personal data?



When we process data we must comply with the EU General Data Protection Regulation & the Data Protection Act 2018.

The processing of data is necessary for us to provide an Educational Psychology Service. We carry out this task in relation to the public interest, taking into account both the legitimate & vital interests of individuals.

You don't have to give personal data however without the correct information we will not be able to provide an Educational Psychology Service which you are entitled to.

02. What Personal Data is Used?



We obtain personal data about your child when our service is contacted to provide advice & consultation, assessment, training, research or intervention.

We will ensure that a parent/carer's verbal consent has been gained when our service is contacted. For a child of 12 years or over, verbal consent should also be sought, if the child has the capacity to provide this.

Schools & early years' provisions are the main group who request assistance from our service however we do have requests from other partners and also from parent/carers.

Personal data might include contact details, records of consultations, assessments, interventions, observations, reports and correspondence.

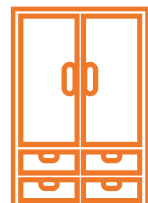
Data gathered for research purposes will be anonymised i.e. we will remove any details that could identify a child or person for statistical or other purposes.. Research that is published will contain anonymised information.

03. Where Do We Obtain Personal Data From?



Personal data is gathered via data subjects, as part of service delivery and from related sources close to the data subject (for example, parent/carer, families, schools or early years establishments, partners such as the NHS) and from Education, Children and Families and other service areas within the Council.

04. Where Do We Keep Personal Data?



Personal data is stored electronically on databases and on the council network.

Case file information is held currently in paper format in secure, lockable filing cabinets.

05. How Long Do We Keep Personal Data?



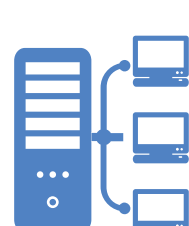
When a parent/carer, a school or early year's representative or other service seeks advice from our service about a child or general concern, we will store a written summary for 1 year. The data will then be destroyed.

Information and data that is part of a research project will be securely held no longer than 5 years,

When our service completes work in relation to a child, the data is stored in a case file, which is held by Stirling Council for 5 years after your child leaves school.

For children & young people who are currently or have been Looked After & Accommodated by the local authority, data will be kept indefinitely in line with the requirements and recommendations of the Scottish Child Abuse Inquiry.

06. Who Do We Share Personal Data With?



The Educational Psychology Service may be asked to share information for example by other Council Services such as Education & Social Work. We will only do so where this is necessary to allow us to provide an Educational Psychology Service.

The only information we would share with other Council Services & outside bodies would be relevant information contained in reports, consultations, & letters as part of the Scottish Government's Getting It Right For Every Child (GIRFEC) initiative.

If asked to share data, the Educational Psychology Service will use their professional judgement to identify which information is appropriate & necessary to share with other professionals involved, in order to inform decision making & assessment.

07. Who Do I Contact About My Personal Data?

The Council has a Data Protection Officer to make sure it is complying with data protection laws, Kevin O'Kane, Audit Manager.

He can be contacted at:

Data Protection Officer,

Stirling Council,

Teith House,

Kerse Road,

Stirling FK7 7QA

Email: dataprotection@stirling.gov.uk

Telephone: 01786 404040



More information can be accessed on Stirling Council's website or from the Information Commissioner's Office <https://ico.org.uk/> who are responsible for making sure organisations like the Council handle your data properly & in line with the law.