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| **Enfield Secondary Behaviour Support Privacy Notice** |

When processing your personal data, we must tell you what we are doing with it. You have the right to know why we need it, what we’ll do with it and who we are going to share it with. This privacy notice was updated March 2022.

**Our contact details**

Name: Secondary Behaviour Support Service London Borough of Enfield

Address: John Wilkes House, Hertford Road London EN3 4EN

Phone Number: 02083791000

Email: sbss@enfield.gov.uk

**Personal Information**

The information which you supply to us will be used to:

* + - * Support pupil behaviour in an educational setting
* Provide appropriate pastoral care
* Assess the quality and the equality of our service
* Assess pupil trends in Enfield and design services that meet the presenting and future needs

**The categories of the information that we collect, process, hold and share include:**

* Personal data (name, contact details, date of birth)
* Characteristics such as attendance, exclusions, known presenting behaviours and strategies used by educational settings, SEND information, any other agency involvement, family background and intended outcomes
* Behaviour Support Plans, Pastoral Support Plans detailing interventions that have been delivered in educational settings
* Contact/intervention records that include next steps and progress against identified outcomes
* Database that tracks intervention progress
* Where pupils are referred to Alternative Provision or for an Education Health and Care Plan assessment information maybe shared with relevant agencies
* Evaluation surveys with schools, parents and pupils

We may also ask for sensitive information which the UK GDPR refers to as special categories data such as:

* + personal data revealing racial or ethnic origin;
	+ personal data revealing religious beliefs;
	+ genetic data;
	+ data concerning health

**Information sharing**

We routinely share pupil information with:

• Referring school (regularly)

• Parents/Carers

• Local Authority

• Other agencies that maybe co-working the case. Eg Early Help workers, CAMHS, CYPS, Educational Psychology, Autism Outreach Service, Speech and Language, other medical professionals

 • DFE/Ofsted

## The lawful basis on which we use this information

The lawful basis on which we use this information is consent [UK GDPR Article 6 (1)(c)]. Schools obtain parental consent for the referral and the processing of personal data for the BSS team to deliver a service to the pupil/parent/carer.

The Council may also rely on Article 6 (1)(d), where appropriate in order to protect the vital interests of our children and young people.

Some of the information we need to hold is classed as special category information – primarily ethnicity, gender, and any health conditions. In addition to the above lawful bases, we will process this type of information where we have explicit consent [Article 9(2)(a)] or it is needed to protect their vital interests [Article 9(2)(c)].

## Data retention

We hold pupil data for 7 years from the end of our intervention. All information is held securely with physical, organisational, and electronic access controls to safeguard the information both at rest and when in transit.

**Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

If you would like to exercise one of your data protection rights, please contact complaintsandinformation@enfield.gov.uk with your request.

**Contact**

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance.

Please contact: Mervin Cato Head of Secondary Behaviour Support mervin.cato@enfield.gov.uk for further information regarding this privacy notice.

Alternatively, you can contact the Information Commissioner’s Office at <https://ico.org.uk/concerns/>