

How the Educational Psychology Service uses your information

Renfrewshire Council receives and holds information about you and your child or young person to provide you with an Educational Psychology Service. The Council is legally required to provide this service under the Education (Scotland) Act 1980. We will keep this information for 5 years after your child leaves school. For children and young people who are currently or have been Looked After and Accommodated by a local authority, files will be kept indefinitely in line with the requirements and recommendations of the Scottish Child Abuse Inquiry (SCAI).

Schools and Pre-five Centres are required to obtain your signed consent before requesting the involvement of an educational psychologist. Thus, it is your choice to access the Educational Psychology Service. This is with the exception of matters of Child Protection or requests from the Scottish Children's Reporter's Administration.

We will not normally ask for consent in cases where we need to process your information to carry out our public functions. If, on occasion, we need your consent, we will ask you for this. If we have asked for your consent to process your information, you have the right to withdraw this, in whole or in part, at any time. We will explain any consequences of this to you, including any impact on the service we are delivering.

Renfrewshire Educational Psychology Service will share information with other Council services where this is necessary to allow us to provide an Educational Psychology Service. This would be relevant information contained in or copies of, reports, consultations and letters. This is necessary in order to provide a service under the Scottish Government's GIRFEC (Getting It Right For Every Child) initiative. If asked to share data, educational psychologists will use their professional judgement to identify which information is appropriate and necessary to share with the other professionals involved, to inform assessment and decision-making.

We may also, if necessary, share information with outside bodies. These bodies are the Scottish Children's Reporter's Administration and Greater Glasgow and Clyde Health Board. We will only share information with an outside body if you are currently or if you become involved with these services and it is necessary for us to carry out our service.

Renfrewshire Council does not use an automated process for making decisions about you or the services you require.

Your Data, Your Rights

You have legal rights about the way the Council handles and uses your data, which includes the right to ask for a copy of it, and to ask us to stop doing something with your data. The Data Protection Officer, Allison Black can be contacted on dataprotection@renfrewshire.gov.uk.

More information about all the rights you have are available from the Information Commissioner's Office <https://ico.org.uk/>, who are responsible for making sure organisations like the Council handle your data properly and in line with the law. Further information on how the Council handles your personal information can be found on <http://www.renfrewshire.gov.uk/article/2201/Privacy-policy>

Right to complain

When we ask you for information, we will abide by all relevant legislation, including the EU General Data Protection Regulation (GDPR). However, if you are unhappy with the way we process your personal data you have the right to complain. Any complaints regarding your data should be addressed to the Data Protection Officer, Allison Black on dataprotection@renfrewshire.gov.uk. If the matter is not resolved, you can contact the Information Commissioner's Office, who can also provide independent data protection advice. The address and contact details for the Information Commissioner's Officer are:

45 Melville Street
Edinburgh
EH3 7HL
Telephone: 0131 244 9001
Email: scotland@ico.org.uk

You can email the Data Protection Officer dataprotection@renfrewshire.gov.uk for more details on:

- what information we hold about you and how to ask us to correct any mistakes
- agreements we have with other organisations for sharing information
- circumstances where we can pass on your information without telling you, for example, to prevent and detect crime or produce anonymised statistics
- our instructions to staff on how to collect, use and delete your personal information and
- how we check information we hold is accurate and up to date, and

If you do not have access to the internet, you can contact us on 0300 300 0300 for hard copies of any of this information.