

Privacy Notice – Educational Psychology Service

Data Controller

Inverclyde Council is the Data Controller. Inverclyde Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Our head office is located at Municipal Buildings, Clyde Square, Greenock, PA15 1LY.

Data Protection Officer

If you would like to contact our Data Protection Officer about a data protection matter, please contact the Information Governance Team using the contact details for the Council set out above or by email at dataprotection@inverclyde.gov.uk.

What information do we need?

The information will however include details such as name, date of birth, address and referral information.

Why we need this information?

The personal data will be used to provide you and your child or young person with an Educational Psychology Service.

The Council needs to know this personal data in order to provide you with the services we provide or that you have requested and to establish our rights in relation to those services. The Council will not collect any personal data from that you that isn't needed for delivery of those services.

The Legal basis for using your information

The use of the Personal Data is necessary for the Council to comply with its legal obligations under the Education (Scotland) Act 1980 (duty of education authorities to provide educational psychology services).

What we will do with your information?

All of the information the Council collects from you will be processed by staff in the United Kingdom.

Your information will be shared with the recipients or categories of recipients listed below:-

- Other departments within Inverclyde Council, including Education and Social Work Services. We will only share information with other Council services where this is necessary to allow us to provide an Educational Psychology Service.

- We may also be asked to share information with outside bodies. These bodies include the Scottish Children's Reporter's Administration and Greater Glasgow and Clyde Health Board under responsibilities set out in the Children and Young Peoples (Scotland) Act 2014 (GIRFEC Initiative). We will only share information with an outside body if you are currently or if you become involved with these services.
- If asked to share data, educational psychologists will use their professional judgement to identify which information is appropriate and necessary to share with other professionals involved, in order to inform decision-making and assessment.

In general the Council does not transfer personal data outside either the UK or the European Union and on the rare occasions when it does so the Council will inform you. The Council will only transfer data outside the UK and the EU when it is satisfied that the party which will handle the data and the country it is processing it in will provide adequate safeguards for personal privacy.

How long will we keep your information?

The Council maintains a Policy for the Retention and Disposal of Documents and Records Paper and Electronic which sets out how long we hold different types of information for. This is available on the Council's website at <https://www.inverclyde.gov.uk/law-and-licensing/freedom-of-information> or you can request a hard copy from the contact address previously stated above.

The Council will keep this information for 5 years after the child/young person 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). Your Rights

Your Rights

Your personal data belongs to you and you have the right to:

- be informed of how we will process it;
- request a copy of what we hold about you;
- have it amended if it's incorrect or incomplete;
- have it deleted (where we do not have a legal requirement to retain it);
- withdraw your consent if you no longer wish us to process;
- restrict how we process it;
- object to us using it for marketing or research purposes;
- object to us using it in relation to a legal task or in the exercise of an official authority;
- request that a person reviews an automated decision where it has an adverse effect on you.

Complaints

In addition, if you are unhappy with the way the Council have processed your personal data you have the right to complain to the UK Information Commissioner who can be contacted as follows:

UK Information Commissioner's Office,

Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF.

Phone 08456 30 60 60 or visit the Information Commissioner's Office's website [Information Commissioner's Office \(ICO\)](#)

However, you should raise the issue with the Council's Data Protection Officer first.

Automated Decision Making

We will not use your data for any automated decision making.

More information:

For more details on how the Council processes your personal information visit [Privacy – Inverclyde Council](#)

If you do not have access to the internet you can contact the Council via telephone to request hard copies of our documents.