

## **Inclusion and Wellbeing Service**

### **Why we need your information**

We need your personal information to support children and young people in an educational setting who require support from one of the following services:

- Educational Psychology Service
- Inclusion Support Service
- Deaf Support Team
- Vision Support Team
- Complex Health Care Needs Team including Hospital Education Team
- School Counselling
- Education Wellbeing Service
- Holiday Hub Service

The Council uses the information gathered during the request for assistance as part of the assessment process and ongoing support.

### **Why you have to provide your information**

If you do not provide us with your personal information, we will be unable to decide upon the most appropriate type, and level of support for your child, or young person whilst they are in education.

### **How we collect information about you**

We collect information about you through referral forms, and from the information shared with us from schools.

### **How we manage your information**

Throughout the time that your child, or young person is receiving support, we will keep records about the type of support they are given and the progress they are making. This information will be stored safely and securely on our shared drive with appropriate levels of access.

### **Who your information is shared with**

The Council will normally only share information (other than in child protection situations) in order to provide services for your child as part of his/her school education. We have an agreement with Police Scotland and other Lothian Councils which governs how we share data with these partners.

### **How long we keep your information for**

We will not keep your personal for any longer than is necessary and will dispose of your records in a secure way. For further information please refer to the [Council's Record Retention Schedule](#).

## **Your rights**

You have certain rights under data protection law about how the Council handles and uses your personal data. For example, you have the right to ask us for a copy of any personal data we hold about you. Further information on your rights can be found [here](#).

If you have any concerns about how we process your personal data, you can make a complaint to the Council's Data Protection Officer at: [dataprotection.officer@edinburgh.gov.uk](mailto:dataprotection.officer@edinburgh.gov.uk)

For general information on how we process your personal data, please contact the Council's Information Governance Unit at: [information.compliance@edinburgh.gov.uk](mailto:information.compliance@edinburgh.gov.uk)

You can also contact the [UK Information Commissioner's Office](#) for independent advice. They are the body which is responsible for making sure organisations process personal data lawfully and appropriately.

## **The legal basis for processing your information**

The City of Edinburgh Council is the Data Controller for any information we hold about you. Under data protection law, wherever the Council processes personal data, we need to make sure that we have a legal basis for doing so. In relation to this activity, we are processing your personal data in line with our public task, as per Education (Additional Support for Learning) (Scotland) Act 2004.

Data Protection Law gives certain types of information special significance because of their sensitivity, such as health information. This is known as special category data. If we process this type of information about you in relation to this activity, we do so because the processing is necessary for reasons of substantial public interest.

