

Privacy Notice

This privacy notice sets out how West Berkshire District Council (the “**Council**”) will use your personal data, and your rights in relation to that personal data. This document describes how and why we collect, store, protect, process, and share the data you give to us. It is written in accordance with the UK data protection legislation.

This notice relates to personal data collected under The West Berkshire Early Intervention Funding and Support Service (EIFSS). We will use this personal data to inform services which are part of the EIFSS involved with supporting children and young people (CYP) and to make decisions regarding funding requests made by schools for their support to CYP.

This notice applies to potential, current and former customers of the service and those we have contacted but have opted not to partake in the service. It is important that you read this notice so that you know how and why we use information about you. It is also important that you inform us of any changes to your personal information so that the information which we hold is accurate and current.

Date of Issue: 21/10/25

Update History:

<i>2025 Version 1.0</i>	First issue of a new Privacy Notice

Directorate: Children and Families

Service: Education

Teams: Children’s services including Early Intervention Support Services: Emotional Health Triage, Emotionally Based School Avoidance Team; Exclusions and Reintegration Team; Autism Advisory Team; Educational Psychology Service; Therapeutic Thinking Support Team; Medical Tuition Service. School Representatives (for funding decision panel only).

About the Organisation

The Council is the Data Controller. This means it is ultimately responsible for the data it holds about you.

Contact Address:

West Berkshire District Council
Market Street
Newbury
Berkshire
RG14 5LD

ICO Registration Number: **Z6825178**
<https://ico.org.uk/ESDWebPages/Entry/Z6825178>

The Data Protection Officer

Contact details for the Data Protection Officer at the Council can be found at:
www.westberks.gov.uk/dpofficer

THE PERSONAL DATA WE HOLD ABOUT YOU

We will process the following personal data about you:

When a school requests involvement or funding from the Early Intervention Funding and Support Service (EIFSS), the information listed below which has been collected by the school is shared with the Council.

The CYP and parent/carer data will be held securely on the Capita One/MRI system used by the Council and within the council's infostore drive and will be protected using up-to-date technical and organisational security measures:

- The name, date of birth, age, year group and gender of the CYP
- The home address of the CYP
- Ethnicity and Religion of CYP
- GP and Surgery address
- CYP social care status; whether CYP is a Child in Need (CIN), has English as an additional language (EAL), receives Pupil Premium (PP) funding or Free School Meals (FSM)
- SEN Status: whether the CYP has SEN Support, is under assessment, in receipt of an Education Health and Care Plan (EHCP or if an EHCP is underway or has been refused.
- Whether the CYP has a medical condition or neurodiversity (or on the pathway to receiving diagnosis).
- Languages used at home
- Contact details of parent/legal guardian (carer) – postal address; email address.
- Relationship of parent/legal guardian to CYP
- Contact details of referring organization (school)
- The reason for the school requesting involvement or funding support.
- Information about which other services are or have been involved with the CYP.
- Details of interventions implemented in the school such as Emotional Literacy Support Assistant (ELSA) support.
- Summary of the support the CYP needs to access school.
- Evidence that CYP and parent/legal guardian have provided consent in writing.
- The views of the CYP in relation to the areas being requested for support.

Purpose:

The CYP personal data and the further information provided by the school will be used in the delivery of the EIFSS service. In particular the Council will undertake the following actions which will involve the use of CYP, parent/carer and school staff's personal data:

- A team member may hold meeting notes with the school/educational institution following receipt of the referral form.
 - Record of Involvement: After working with an individual CYP and/or professionals, the team member will produce a report or record of involvement. This will include personal and confidential information related to the CYP and their family. A copy of this report will be sent to school, the CYP attends, the parents/legal guardians and other relevant professionals. The report is shared to provide support and advice to
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the school and should not be used for any other purpose. Unless required by law, the report should not be shared or the data processed in any way with any other person without the council's express permission.

- Related CYP documentation: school and parents/legal guardians may provide additional documents to support the service to work effectively with the CYP e.g., Special Educational Needs (SEN) Support Plans, School Attendance data, Education Health and Care Plans, reports by other professionals.

The details are collected and held on the Council's electronic systems and may be shared within the Council between teams who provide children's services to ensure a holistic approach to services.

SOURCE OF YOUR PERSONAL DATA

We collect the above information about the CYP, parent/carer and school staff from the data entered onto a referral form by a staff member at your school (e.g., SENCo, Head Teacher, Pastoral Support).

PURPOSE AND LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA

In accordance with the data protection laws, we need a "legal basis" for collecting and using information about you. There are a variety of different legal bases for using personal data which are set out in the data protection laws.

We have set out below the different purposes for which we collect and use your personal data, along with the legal basis we rely on to do so.

Why we use your information	Our legal basis for using your information
We will use your data to gather information for the Early Intervention Funding and Support Service involvement with Children and Young People (CYP), including providing funding to the referring school to support you. Where a service or information request requires you to submit further personal information, a separate privacy notice will describe how we will use that data.	Public Task: Article 6(1)(e) of the GDPR namely the processing is necessary for the performance of a task carried out in the public interest. Consent: Where you have provided your consent for us to use your personal data in this way. If you do not wish the Council to process your personal data, it will be unable to provide the service.

SHARING YOUR PERSONAL DATA

Your data will be seen by employees of the Council in children's services teams and schools in order to provide the services.

We may share your personal data with third parties where it is necessary for the delivery of the service.

We may also share your data if we are required to do so by law, for example by court order or to prevent fraud or other crime.

RETAINING YOUR PERSONAL DATA

Your personal data will not be kept longer than necessary.

You can check how long the Council will keep each type of data against our retention schedule (www.westberks.gov.uk/retention).

YOUR RIGHTS

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.
- **Withdraw consent** to the processing of your personal data at any time, where processing is based on your consent. To withdraw your consent, please contact our Data Protection Officer using the contact details below. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

HOW TO MAKE A REQUEST

If you wish to make a request associated with any of the rights listed above, contact the Council using the contact details at the top of this notice.

INTERNATIONAL TRANSFERS

Your personal data will not be processed outside the UK or by an international organization.

COMPLAINTS

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. Further information can be found at:

<https://ico.org.uk/make-a-complaint/data-protection-complaints/>

The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
0303 123 1113

Email: casework@ico.org.uk

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

CHANGES TO THIS PRIVACY NOTICE

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.
