



KIDS Fair Processing Notice

KIDS needs to handle personal information about you and your children so that we can provide appropriate services. This is how we look after that information.

When we ask you for personal information, we promise:

- To make sure you know why we need it;
- To only ask for what we need, and not to collect too much or irrelevant information;
- To hold it securely and make sure nobody has access to it who shouldn't;
- To ask you before we share it with other organisations and give you the opportunity to refuse;
- To make sure we don't keep it longer than necessary; and
- Not to make your personal information available for any other use without your permission unless we are required by law or if you or your child is at risk.

In return KIDS ask you to:

- Give us accurate information and
- Tell us as soon as possible if there are any changes to your personal information, such as a new address.

This will help us to keep your information reliable and up to date.

KIDS will comply with the data protection principles as set in the Data Protection Act 1998. For the purpose of the Act, KIDS is the "data controller" and KIDS nominated representative is its chief executive.

Why do we keep information about you?

- Many people who provide services you already use, like teachers and doctors, hold and use personal information about you.
- KIDS also needs to hold and use personal information in order to assist us in ensuring that you and your children receive the services you are entitled to.
- The type of written information that we hold about you may include: your name, address, telephone number, record of with the occasions when you have used our services.
- The type of written information that we hold about your child may include: their name, date of birth, gender, ethnicity, school, year group, area of SEN, stage on the SEN Code of Practice.
- You have the right to be given access to personal data held about you. If you wish to view the information held you can discuss this with KIDS staff, who will inform you of our Subject Access Request policy.
- All the personal information we hold is treated confidentially; it will be stored in a central database, and some of it will be passed to the Department for Children, Schools and Families (DCSF) and to ContactPoint and will therefore be accessible to a limited number of external users in accordance with ContactPoint's policy. There may be occasions where it would also be beneficial to share other information with other service providers.
- The only reason that personal information will be passed on by KIDS to third parties without your permission is if there is a legal requirement or duty for us to do this (e.g. a court order or when we are dealing with issues of child protection).
- In compliance with the Act, your personal information will not be kept by KIDS for longer than necessary.