

## Privacy Notice

Information for service users.

This information sheet is about how we interpret our duties towards you under the Data Protection Act 2018 (DPA).

We are registered with the Information Commissioner's Office as data controllers for the purposes of the DPA. We collect information from you and may receive information about you from other professionals, a school, college or other education or training setting.

This information is likely to include contact and address details, date of birth, attendance figures, results of assessments and attainment tests and personal characteristics such as gender, ethnicity and language(s) spoken. We will also collect and hold information relating to special educational needs, disabilities and other health and care concerns that are relevant to our role and the tasks we typically carry out. *The lawful basis for our seeking and holding the personal information that we request is that of contract – in order to provide the services we offer, or to give an opinion about the possibility of us providing those services, we require access to personal information.*

We hold this personal information and use it to:

- Make decisions about the nature of our involvement, including judgements about the appropriateness of beginning and ending our work.
- Ensure that the tests and assessment materials we decide to use are well-matched to the needs and abilities of the children and adults we work with.
- Form judgements about rates of progress over time.
- Allow us to fulfil our duty of care towards the children and adults we work with and discharge our safeguarding responsibilities.
- Allow us to liaise with other professionals where this is appropriate.
- Write and distribute reports of the work we have carried out, passing on our professional conclusions and advice to an agreed range of people.
- Ensure we are able to make a well-informed decision to follow up our involvement after a break in contact.
- Enable us to provide full explanations and justifications of our actions in the case of any concerns expressed about our work or complaints made against us.

***We will not give information about you to anyone outside of our organisation without your consent unless the law allows or compels us to.***

For more information about how we store and use your information please follow this link [www.solentpsychology.co.uk/personal-information](http://www.solentpsychology.co.uk/personal-information) If you wish to see the information we hold about you please contact us to request this either via the above link or by email on [enquiries@solentpsychology.co.uk](mailto:enquiries@solentpsychology.co.uk)