**CONSENT FOR INVOLVEMENT FROM ASCETS – AUTISM, SOCIAL COMMUNICATION EDUCATION TRAINING SERVICE.**

Parental consent (or consent from the carer with parental responsibility) must be given prior to the involvement of ASCETS in assessment, planning, delivery or review of provision for the named child or young person. The parent/carer giving consent should be involved appropriately in the planning of current educational-based provision and in the review that led to the request for involvement of ASCETS (Special Educational Needs and Disabilities Code of Practice: 0 to 25 Years).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Full Name** |  | | | **DOB** |  | |
| **Gender** |  | | | **Year Group** |  | |
| **Primary Need (Please circle)** | | | ASD,HI, MLD, PD, PMLD, SEMH, SLCN, SLD, SpLD, VI | | | |
| **Ethnicity** | | |  | | | |
| **Address** |  | | | | | |
| **Postcode** |  | | | **Contact Number** | |  |
| **School/ Setting** |  | | | **Key Contact** | |  |
| **Parent/ Carer’s name** | |  | | **Parent/ Carer’s name** | |  |
| **Parent/ Carer’s address if different** | |  | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Is this child / young person “looked after” by the Local Authority?** | | | | | Yes / No | |
| **If yes:** | **Local Authority responsible** | |  | | | |
| **Social Worker Name** | |  | | **Social Worker Contact** | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **PARENTAL CONSENT**: “I give permission for the school/setting to seek advice and support from ASCETS for my child, as well as receive any appropriate educational information. I also agree that ASCETS may seek information from other professionals who may have relevant information about my child, and to store, process and share information with appropriate professionals, in compliance with current Data Protection law.  Please ensure that you have read the privacy notice attached. I understand that I can withdraw part / all of this consent by writing to the Head of ASCETS at any time.” | | | |
| **Name of person signing** |  | **Relationship** |  |
| **Signature** |  | **Date signed** |  |
| **SETTING:** Details of person authorising this request. A request should only be made by the head teacher or authorising manager of the school/ setting. | | | |
| **Name of person signing** |  | **Relationship** |  |
| **Signature** |  | **Date signed** |  |

**PRIVACY NOTICE**

The Council is committed to meeting its data protection obligations and handling your information securely. You should make sure you read and understand this notice before submitting your information to us.

# What information about you do we collect?

For the processing to which this notice relates to be carried out we use the following information:

* personal information about you, such as: your name, address, telephone numbers, email address, relationship to child
* personal information about your child, such as: name, details about learning needs, progress and attainment, and the involvement of other support professionals
* special category personal information about your child, such as: information about your child’s additional needs if appropriate to the involvement of the Educational Psychology Service

# How do we collect information about you?

We collect your information by asking you to complete a Consent Form at the time that our involvement in supporting your child commences. Once you have given your consent we will ask the school/setting and other agencies involved with your child to share information about their involvement with your child.

# How will your information be used?

Your information will be used to help with our involvement in supporting your child, providing us with the detail that we need to understand your child’s needs and how best to provide our support ; we may share, with your permission, information with and from other agencies who are, or have been involved in supporting your child. The information, however, will be shared with schools so as to provide the correct advice and support for your child.

The EPS will regard any information as strictly confidential and paper copies will not be shared with academic settings, providers nor other agencies. The information used on the Consent Form will be recorded and will be shared with any relevant Council Departments or partner organisations if applicable (e.g. schools, academies, Speech & Language Therapists, Educational Psychologists).

# The Legal Basis for using your information

The table below sets out the legal basis for each of the activities that this Privacy Notice covers:

|  |  |
| --- | --- |
| Activity | Legal Basis |
| Provision of Education, Health &Care Plans  Provision of Support Plans  Provision of Family Plans  Assessments  Reasonable Adjustments | Special Educational Needs and Disability Code of Practice: 0 to 25 years (2015)  *Guidance on the special educational needs and disability (SEND) system for children and young people aged 0 to 25, from 1 September 2014*  Children and Families Act 2014  Part 3  Education Act 1996  Part IV Special educational needs  Chapter I Children with special educational needs  The Special Educational Needs and Disability Act 2001 (SENDA; DfES, 2001b) |

## Consent (and withdrawing consent)

The Council collects and uses information about you and your child on the basis that you have given us your consent to do so. You may withdraw your consent and ask us not to use information about you or your child for providing Educational Psychology support by emailing the Head of Service, EPS directly at david.dickinson@doncaster.gov.uk

## Information required by law

The law means that you have to give us the information we have asked for on this form. If you don’t give us this information then we will be unable to support your child or give advice to you or schools/settings

# Who will your information be shared with?

We sometimes need to share your information within the Council or with other organisations. We will only share your information when necessary and when the law allows us to, and we will only share the minimum information we need to. For educational psychology matters we may need to share your information with:

* Relevant Council departments including Special Educational Needs & Disabilities (SEND)
* Doncaster Clinical Commissioning Group
* Doncaster Children’s Services Trust
* Educational Settings (schools, childminders, school nurseries, private day nurseries, post 16)
* Health Partners: Audiology, Implant Centres, Speech & Language Therapists, Clinical Psychologists, Occupational Therapists and Paediatricians

We will only share your information when necessary and when the law allows us to, and we will only share the minimum information we need to. Sometimes, we may share your information without your knowledge; for example, to gain information from other agencies in order to provide support for your child.

The Council will never sell your information to anyone else.

# How long will we keep your information?

We will keep your information for only so long as is necessary. Special educational needs retention is date of birth +35 years.

For more information on how long your information will be kept please see the Council’s retention schedule

# Your rights

The law gives you specific rights over your information. These rights are:

* to be informed of our use of information about you;
* of access to information about you;
* rectify information about you that is inaccurate;
* to have your information erased (the ‘right to be forgotten’);
* to restrict how we use information about you;
* to move your information to a new service provider;
* to object to how we use information about you;
* not to have decisions made about you on the basis of automated decision making;
* to object to direct marketing; and,
* to complain about anything the Council does with your information (please see the ‘Complaints’ section below).

Some of the rights listed above apply only in certain situations, and some have a limited effect. Your rights are explained further in the [Individuals’ Rights Procedure](http://www.doncaster.gov.uk/services/the-council-democracy/data-protection-policy) on our website, as is how to make a request under one or more of them.

You can request information about yourself by making a subject access request on [this](https://www.doncaster.gov.uk/services/the-council-democracy/data-protection-policy) page of the Council’s website.

# Changes to this privacy notice

This notice is kept under regular review to make sure it is up to date and accurate.

# Data Protection Officer (DPO)

The Council is required by law to have a DPO. The DPO has a number of duties, including:

* monitoring the Council’s compliance with data protection law;
* providing expert advice and guidance on data protection;
* acting as the point of contact for data subjects; and,
* co-operating and consulting with the Information Commissioner’s Office (see ‘Complaints’ below).

The Council’s Data Protection Officer can be contacted by email at [information.governance@doncaster.gov.uk](mailto:information.governance@doncaster.gov.uk)

# Complaints

If you are unhappy with the way in which your information has been handled you should contact the Council’s Data Protection Officer so that we can try and put things right.

Alternatively, and if we have been unable to resolve your complaint, you can also refer the matter to the Information Commissioner’s Office (ICO).  The ICO is the UK's independent body set up to uphold information rights, and they can investigate and adjudicate on any data protection related concerns you raise with them. They can be contacted via the methods below:

Website: [www.ico.org.uk](http://www.ico.org.uk)

Telephone: 0303 123 1113

Post: Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF