

Octavo Partnership Education Psychology Service Privacy Notice – For Parents and Carers

(Data Protection Act 1998 & EU General Data Protection Regulation)

Octavo Educational Psychology Service is a Data Processor for the purposes of the Data Protection Act.

We collect information from you regarding your child and receive information about them from school staff and other professionals. This information includes contact details, family details, attainment and attendance data; characteristics such as special educational needs (SEN) and disabilities, ethnic group, and any relevant medical information. We hold this personal data and use it to:

- Assess your child's needs and offer advice regarding interventions, support and suitable provision.
- Refer your child, with your permission, to other agencies such as health and social care.
- Provide advice, if appropriate, to Croydon Council as part of the statutory assessment process; including reviewing progress over time.
- Undertake statistical analysis to monitor our referrals and identify trends
- Undertake research

We hold this personal data in hard copy working documents and eventually in electronic files in a document storage system hosted by Croydon Council. We are careful to ensure the security of the information we hold and have clear guidance in relation to our encrypted laptops and all documentation. If you would like to see a copy of the data we hold regarding your child, please make your request in writing to:

Anne Moore, Chief Educational Psychologist
Education Psychology Service
4th Floor Croydon Clocktower
Katharine Street
Croydon
CR9 1ET

We retain pupil files, in line with national guidance, for an extended period to enable all necessary future access.

Updated 23 May 2018