

Parent Partnership Warrington & Halton Working with parents/carers and the Data Protection Act

Why do we keep information about you?

- **Many people who provide services you already use, like schools and doctors, hold information about you.**
- **Parent Partnership staff also write down and keep certain information and put this on to a computer.**
- **The reason for having this information is to help us make sure you receive the services you are entitled to.**
- **The sort of written information that is kept about you includes your name, address, telephone number, and a record of all the contacts you have with the Service.**
- **The sort of written information that is kept about your child includes name, date of birth, gender, school, year group, area of special educational need and the relevant stage of the Special Educational Needs Code of Practice.**
- **You can view the information we hold about you and your child. If you wish to view the information held you could discuss this with the Parent Partnership Officer who will be pleased to make a convenient appointment.**
- **All information you share with Parent Partnership staff is treated confidentially. There may be occasions where it would be beneficial to share information with schools, the Local Authority and other services. This will be discussed with you and will only happen with your consent.**

Supporting parents of children with additional needs in early education settings and schools

- **The only reason information will be passed on without your permission is if there is a legal requirement of duty for us to do this, for example child protection.**
- **In compliance with the Data Protection Act, your information will not be kept longer than necessary.**