

Privacy Notice – Educational Psychology

Who we are

London Borough of Newham (LBN) is registered with the Information Commissioner's Office (ICO) as a 'Data Controller' This privacy notice applies to you ('the service user') and LBN ('the Council'). The Council takes the privacy of your information very seriously.

This privacy notice relates to our functions relating to Newham Educational Psychology Service, It provides additional information that specifically relates to this particular service, and should be read together with our [general privacy notice](#), which provides more detail.

What data do we collect

We collect your name, address, date of birth, gender, contact details, ethnicity, name of school, and reasons for referral.

Why we collect and how we use your data

We collect your data so that we can provide psychological consultation, assessment, and advice.

The lawful basis for processing your data

The lawful basis we use to process your data as set out in UK data protection legislation is:

Article 6 (a) Consent: you have given clear consent for us to process your personal data for a specific purpose.

We will only process personal data where we have consent to do so, and you can withdraw your consent at any time.

Who we may share your data with

Referral forms are not shared with any other department however psychological reports may be shared with education, health and social care if necessary and appropriate to do so. This includes:

- Child & Adolescent Mental Health Services
- Child Development Service
- Children's Health 0-19
- Early Help
- Youth Offending Service
- Virtual School
- Specialist Education Support Services
- Safeguarding / MASH
- Newham PRUs
- Youth empowerment services
- NHS Therapies
- Family Hubs
- Children's Centres

We will not share your personal data with any other third party without your consent.

How long we will keep your data

We will keep your data safe and secure for a period of 25 year(s) in line with our retention Schedule. After this time, it will be securely destroyed.

How do we protect your data

We comply with all laws concerning the protection of personal information and have security measures in place to reduce the risk of theft, loss, destruction, misuse or inappropriate disclosure of information. Staff access to information is provided on a need-to-know basis and we have access controls in place to help with this.

Know your rights

We process your data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Find out about your rights at [Your rights – Processing personal data privacy notice – Newham Council](#) or at <https://ico.org.uk/your-data-matters/> If you have any queries or concerns relating to data protection matters, please email: dpo@newham.gov.uk