

W[&]ASS



Wandsworth Information, Advice & Support Service

Providing an Impartial Service to Children and Young People (aged 0-25)
with Special Educational Needs or Disabilities and their Parents or Carers

Children Services Department
Wandsworth Council
Town Hall
Wandsworth High Street
London
SW18 2PU

Please ask for/reply to: **W[&]ASS TEAM**
Telephone: 020 8871 8065

Email: [w[&]ass@wandsworth.gov.uk](mailto:w[&]ass@wandsworth.gov.uk)
Web: [www.wandsworth.gov.uk/w[&]ass](http://www.wandsworth.gov.uk/w[&]ass)

Hi

We are writing to you as you recently contacted W[&]ASS about your special educational need or disability.

Thank you for agreeing to open a confidential case file.

This letter is to confirm that we are storing your information on our secure and confidential system.

This letter also confirms that you have understood when we would have to pass on the information you have provided to other people without your permission (Please see attached W[&]ASS Privacy Statement).

If you would like to withdraw the information you have given to us and have it removed from our records, please complete the below slip, and return it to our office and the information will be deleted or email us [w[&]ass@wandsworth.gov.uk](mailto:w[&]ass@wandsworth.gov.uk).

We also attach:

- A leaflet about W[&]ASS
- Our Privacy Statement (how we store your information)

WIAS&S



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If you would like to read WIAS&S Confidentiality, Privacy, and Impartiality Policies, please visit our webpage at www.wandsworth.gov.uk/wiass or contact WIAS&S for a paper copy.

We hope you find the information helpful and please do contact us if you have questions and require further support.

Yours Sincerely

WIAS&S TEAM

Delete My Information Slip

Name.....

I would like the information that I have provided to be removed from WIAS&S records.

Signed.....

Date.....