



## PRIVACY STATEMENT

- All information you give to WIAS&S staff is treated confidentially. There may be times when it would be helpful to share information with other services/organisations and people. We will explain why and obtain your explicit **consent (permission)** to do this.
- **The only time we would be required to pass on information to other people without your consent (permission/agreement) is if there is a legal duty for us to do so.**

- **A legal duty is:**

**Where there is concern about an individual (child or adult) being harmed or there is a child or adult at risk (safeguarding issue).**

**Where the information relates to criminal activity**

**Where the court orders that the information is shared**

- The written information we keep about you is your name, address, telephone number, email address and a summary of what we have talked about and agreed to do.
- The written information that is kept about your child or young person will include: their name, date of birth, nursery/school/college/training setting, year group, their special educational need or disability and the stage of SEND support they are receiving. For example, Special Educational Needs (SEN) Support, Education Health Care (EHC) assessment, EHC plan.
- We also keep information for statistical and monitoring purposes. The reason we keep this information is to make sure we help you in the best way we can. Information is not kept for longer than is necessary.
- You can ask to see the information we hold about you and your child. If you wish to see the information, please write to the WIAS&S Manager and request that the information is sent to you.
- For more information, please read our Privacy and Confidentiality Policies by following the following link: [WIAS&S Privacy Policy \(wandsworth.gov.uk\)](https://www.wandsworth.gov.uk/wias-and-s/privacy-policy) or [WIAS&S Confidentiality Policy \(wandsworth.gov.uk\)](https://www.wandsworth.gov.uk/wias-and-s/confidentiality-policy)

Our Address is:

**WIAS&S Manager**  
**Wandsworth Information, Advice and Support Service**  
Room 223  
Town Hall  
Wandsworth High Street  
London  
SW18 2PU