PRIVACY STATEMENT

- All information you give to WIASS 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, date of birth, school/college/training setting, special educational need or disability and the stage of SEND support you are receiving. For example, Special Educational Needs (SEN) Support, Education Health Care (EHC) assessment, EHC plan, and a summary of what we have talked about and agreed to do.

- 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. If you wish to see the information, please write to the WIASS Manager and request that the information is sent to you.

- For more information, please read our Privacy and Confidentially Policies by following the following link: WIASS_Privacy_Policy_(wandsworth.gov.uk) or WIASS_Confidentiality_Policy (wandsworth.gov.uk)

Our Address is: **WIASS Manager**
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