

PRIVACY INFORMATION

Special educational needs and disability Forum

Your Privacy Information.

Please read this in conjunction with the Council's general Privacy Information that can be found here: <http://www.southglos.gov.uk/privacy>

Your Information

This Privacy Information relates to the personal information we have collected from your special educational needs and disability (SEND) Forum Membership form.

You should be aware that some of the information you have provided in relation to membership of this forum also includes special category personal information (sensitive information).

We have made sure we will use your information according to the UK Data Protection laws by establishing the condition of your explicit consent.

How we'll use your information

We'll use your information to support you when attending the forums whilst complying with the established lawful conditions.

Who we can share your information with

Details of your membership of a SEND forum will only be shared with the officers who run the forum. However, if you have given your explicit consent, we may use some of your non-sensitive details for promotional or training purposes. Similarly there may be the occasional trips, events or opportunities for you to take part in but we will always seek your specific consent to participate in these beforehand.

We may also share your information with others outside of the Council e.g. regulators and other public organisations for the detection and prevention of crime.

How long we'll keep your information

We'll keep your information for as long as you have a relationship with us. Specific information relating to this forum will be retained according to the relevant record retention schedule which can be found [here](#). We may retaining anonymised information about the forum to help us improve our services in the future.

Transferring your information overseas

Your information is not transferred and stored in countries outside the UK or the European Economic Area (EEA) for the provision of this service.

Your rights

You have a number of rights relating to your information e.g. to see what we hold, to ask us to share it with another party, ask us to update incorrect or incomplete details, to object to or restrict processing of it or to make a complaint about how we are handling it. If you have given us your permission to use your information you also have the right to withdraw that permission at any time in the future.

If you have any worries or questions about how your personal information is handled please contact our Data Protection Officer at DPO@southglos.gov.uk or write to us at Data Protection Officer, PO Box 1953, The Council Offices, Badminton Road, Bristol, BS37 0DB and we will be pleased to help you.

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) via their [contact page](#) or call them on 0303 123 1113.