

Privacy Notice Special Education Needs and Disability (SEND) Survey

To ensure that we are able to offer you appropriate services, we need to collect some information about you and your family.

We will use the information gathered in this survey to help us to improve the design and delivery of services in Sheffield. Your views and experience will help us to better understand the different ways services are accessed, what support you have found most useful and if there is anything missing from what is available that might be helpful to other people like you, in the future.

What information we will collect

We would like to collect the following personal data from you regarding your child:

- Age
- Gender
- Ethnicity
- Postcode

How we will use this information

Your information is processed to:

- To help us improve the design and delivery of services across Sheffield
- To help us understand your needs and the needs of families in your local area
- To help us understand what services are accessed, what support you have found most useful

The legal basis for which we are collecting this information under the UK General Data Protection Regulation (GDPR) is public task or public interest. Information about health or care is processed for the management of social care systems and services.

Who we will share your information with

We will share the results of this survey in an anonymised format with other services within the council, such as MAST and Family Centre services, local community organisations and partners from the Integrated Care System to inform their service delivery, such as Sheffield's children's hospital. They use such information for research and information purposes to inform, influence and improve policy and funding decisions.

How long we keep your information for

Your information will be kept for 3 months to allow us time to analyse the results and this will then be securely deleted. We will keep the information securely and only authorised staff will have access to it.

What are your rights

You have rights under Data Protection law. For further details about your rights, the contact details of our Data Protection Officer and your right to make a complaint please see our Data Protection web page: <https://www.sheffield.gov.uk/privacy>

If you have any questions about this questionnaire, please contact Jules Menezes on 07792761720 or via Julie.Menezes@sheffield.gov.uk