

**Reading Information Advice and Support Service for SEND  
Data Privacy Notice Under GDPR**

<p><b>The identity and contact details of the company</b> Reading Information Advice and Support Service for SEND, a service provided by, but at arms' length from, Reading Borough Council</p> <p>Reading IASS for SEND First floor, Hamilton Centre 135 Bulmershe Road Reading RG1 5SG</p> <p>Tel: 0118 937 3421 Email: <a href="mailto:iass@reading.gov.uk">iass@reading.gov.uk</a></p>
<p><b>Contact details of the Data Protection Officer</b> <a href="mailto:Ricky.gill@reading.gov.uk">Ricky.gill@reading.gov.uk</a></p>
<p><b>What Personal Data is held?</b> Names, contact details, educational setting, SEND, health issues (where relevant), social services involvement (where relevant), ethnic group (optional question), records of contacts and meetings attended.</p>
<p><b>How will the data be stored?</b> On a secure encrypted database, to which only IASS staff have access. Paper records are kept in locked filing cabinets and drawers, in a secure building.</p>
<p><b>What is the legal basis for the collection, use and storage of the data?</b> This is based on consent and enables us to provide information, advice and support.</p>
<p><b>Give details of how long the data will be stored and criteria used to determine this?</b> Paper records are held only so long as required by the case and then are destroyed as confidential waste. Database records will be retained for the duration of SEN Support or Education Health and Care Plan and will be anonymised (kept only for statistical purposes) when the young person reaches the age of 25, or earlier on request).</p>
<p><b>Who will it be shared with and for what purpose?</b> Reading IASS for SEND operates a confidential service and information will only be shared outside the service with the consent of the service user, except in situations where a safeguarding concern has arisen.</p>
<p><b>How can the service user get access to it?</b> Subject Access Request can be made by following the link: <a href="http://www.reading.gov.uk/dataprotection">www.reading.gov.uk/dataprotection</a></p>

Classification: OFFICIAL

**State whether any data is to be transferred outside the EU?**

No data is to be transferred outside the EU

**Is processing based on consent?**

There is a right to withdraw consent to the processing of data at any time. If you wish to do so, please advise the Team Manager of the service (contact details above).

**What other rights does the service user have?**

You have the right to have your data corrected, to have your data deleted and the right to make a complaint to the Information Commissioner's Office (ICO)

**State if there will be any automated decision making**

There will be no automated decision-making as a part of the processing of data.

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