



TRAFFORD PARENT AND YOUNG PEOPLE'S PARTNERSHIP SERVICE

Trafford Parent and Young Peoples' Partnership Service (PYPPS) -

Independent Support Service for SEND

Data Protection

Working with you and the Data Protection Act.

Why do we keep information about you?

Many people who provide services you already use (e.g. teachers and doctors) hold information about you.

Trafford PYPPS also hold information and enter this onto a secure independent database.

We do also keep paper files which are kept securely in locked cabinets with access by PYPPS staff only.

The information that is kept about you includes;

- name
- address and
- telephone number

We record all contacts you have with us.

The written information that is retained about your child includes;

- child's name
- date of birth
- gender
- ethnicity
- school year group
- area of special educational need

- Relevant stage of the Special Educational Needs Code of Practice for example, proposed/draft EHC plan.

You can view the information we hold about you and your child. If you wish to view the information held you can discuss this with your case worker.

All information you share with PYPPS is treated and kept confidentially on a secure stand-alone database. There may be occasions where it would be beneficial to share information with schools and other services, this is only carried out with your permission and will always be discussed with you before it is shared and you have given consent. This is normally verbal consent and will be recorded on our system that you have agreed to this.

The only reason information will be shared without your consent is when there is a legal requirement or duty for us to do this, for example any safeguarding/child protection concerns or as part of a SEND area inspection by Ofsted.

In compliance with the Data Protection Act, your information will not be kept longer than is necessary. Currently we keep information until the individual reaches 45 years of age in accordance with advice we have received on Information Governance.

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G.S. English
Manager PYPPS

