

RUTH FIDLER, EDUCATION CONSULTANT

Supporting complex presentations of autism, promoting emotional well being and improving engagement with learning

PRIVACY POLICY

Policy updated August 2024

Contact details:

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The type of personal information that might be collected includes:

- Personal identifiers, contacts and characteristics (eg. names and contact details including email addresses and phone numbers)
- Reports about children and young people (CYP) from professionals and families. Parental permission is always sought in order to access relevant paperwork and is only used in relation to supporting the education and welfare of CYP.
- Names and emails of professionals involved in casework or enquiries
- Progress data about CYP, including IEPs, and progress reports
- Examples of a CYP's work or contribution of their views
- Photographs of CYP may on occasions be received
- Legal documentation such as EHCP's, RoN's, IDP's or equivalent

Most of the personal information that is gathered is received directly from families or from professionals in relation to an enquiry or to ongoing casework for the following reasons:

- To gather background information to explain the profile and history of a CYP
- To follow up an enquiry
- To track progress and development
- To inform collaborative contributions to generating new documentation as required
- To update procedural or legal information eg. RoN, EHCP, IDP
- To request suggestions or further information to support CYP
- To communicate with other professionals involved in supporting CYP
- Plan, record and evaluate teaching and learning

Typically, personal information may have come from:

- Local authority professionals, education departments or social care professionals
- Families and carers
- Education practitioners, both school settings and alternative or flexible providers, including their admin staff and managers
- Independent education consultants
- Health professionals such as doctors, physios, OT's, SALT's, eating disorder clinicians, consultants (paediatricians or psychiatrists), NHS keyworkers or similar
- Therapists and independent providers

When will personal information be shared?

Personal information may be shared with local authorities and other professionals involved in a CYP's case, in order to best meet their needs.

On occasion, information may be shared without parental consent if there are concerns about the safety or welfare of a CYP or if there has been a request to share information as part of a safeguarding issue. Personal information will also be shared without consent where there is a legal obligation for law enforcement purposes.

Retained personal data will be adequate, relevant and limited to what is necessary for the purposes of the commissioned piece of work or the enquiry. Until a piece of work has been formally commissioned there will be no data sharing of reports or legal documentation unless documents are received directly from parents in which case, parental permission is assumed.

Every reasonable step will be taken to ensure data stored is accurate and relevant. Amendments and erasures will be responded to as soon as possible.

Personal data will be kept securely and will be kept for as long as it is required to facilitate the collaborative piece of work. Some details may be retained for up to 7 years on the basis that follow up work might be commissioned but will then be removed or anonymised from electronic storage and paperwork will be shredded.

All clients GDPR right will be respected.

Complaints:

Complaints can be made direct to

Ruth Fidler

Norfolk House,, 62. London Road, Newark on Trent, Notts, NG24 1SB

Ruth.fidler@btinternet.com or info@autismassociates.co.uk

It would always be preferable that any disputes were brought directly to us in the first instance to give an opportunity to resolve them collaboratively.

If a complaint needs to be submitted to the Information Commissioner's Office, it can be done at ico.org.uk or via the postal address: ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Helpline tel 03031231113.