

# Highland Council Psychological Service

## Privacy Notice

### **Why does the Council process personal data?**

Highland Council needs to collect, store, use, share and dispose of personal data in order to deliver services as a Local Authority. Highland Council collects information about you & your child to provide you with a Psychological Service. We will seek agreement from you and/or your child to work with the Psychological Service. We also store information to fulfil our training and research role. Our Privacy Notice tells you why the Council needs to collect data and what we do with it. This sits beside the [Highland Council Privacy Notice - Additional Support Needs](#)

### **What makes it lawful for the Council to process this personal data?**

The Council needs to process your data in order to carry out a public task (the provision of psychological services) which is set down in legislation. Articles 6(1)(e), 9(2)(g) and 9(2)(h) are the conditions under UK GDPR which make this processing legal.

We act under some, or all, of the legislation noted below:

- Social Work (Scotland) Act 1968
- Education (Scotland) Act 1980
- Children (Scotland) Act 1995
- Standards in Scotland's Schools etc. Act 2000
- Education (Additional Support for Learning) (Scotland) Act 2004/2009
- Equality Act 2010
- Children and Young People (Scotland) Act 2014
- Education (Scotland) Act 2016

### **Your rights**

- View personal data
- Change personal data
- Delete personal data
- Restrict processing of personal data
- Object to the processing of your data

[Find out more about your rights](#)

### **What Personal Data is Used?**

We obtain personal data about your child when our service is contacted to provide advice & consultation, assessment, training, research or intervention.

Personal data might include contact details, correspondence, reports, records of consultations, assessments and interventions.

Data gathered for research purposes will be anonymised i.e. we will remove any details that could identify a child or person. Consent will be gained at the beginning of each research project. Research that is published will only contain anonymised information.

### **Where Do We Obtain Personal Data From?**

Personal data is gathered from data subjects and from related sources close to the data subject (for example, parent/carers, families, schools or early years establishments, partners such as the NHS) and from service areas within the Council such as Education & Learning and Health & Social Care.

## **Who Do We Share Personal Data With?**

The Psychological Service will share information about you and your child with other services directly involved. We may be asked to share information for example with other Council Services. We will only do so where this is necessary to allow us to provide a Psychological Service.

The only information we would share with other Council Services & outside bodies would be relevant information contained in reports, consultations, & letters as part of the Scottish Government's Getting It Right For Every Child (GIRFEC) processes and following the Highland Practice Model.

We will ensure that a parent/carers verbal agreement to share information has been gained when our service is contacted. For a child over the age of 12 and any pupil under 12 who is deemed capable of understanding, verbal agreement should also be sought. Schools & Early Years' provisions are the main groups who request assistance from our service however we do have requests from other partners and also from parent/carers and young people.

If asked to share data, the Psychological Service will use their professional judgement to identify which information is appropriate and necessary to share with other professionals involved, in order to inform decision making and assessment.

As part of our statutory duties, and in line with legislation mentioned above, the service may be asked to share information with the Reporter to the Children's Panel and the Police.

As a parent/carers or young person, you can contact us to discuss the content of the case file and ask for a copy.

## **Where Do We Keep Personal Data?**

Personal data is securely stored both digitally and in hard paper copy. Digital data is stored on the council network with restricted access to the Psychological Service e.g. databases and digital case files. Some case files are held in paper format and are stored in lockable filing cabinets.

## **How Long Do We Keep Personal Data?**

We keep your child's information as long as is required by law and it is destroyed when the young person is 25 years of age.

For children & young people who are currently or have been Looked After & Accommodated by the local authority, there maybe other legal reasons to extend this period.

Data gathered for evaluation purposes which will inform service delivery will be securely held for no longer than 5 years.

## **Who Do I Contact About My Personal Data?**

The Council has a Data Protection Officer to make sure it is complying with data protection laws, they can be contacted at:

Data Protection Officer, Highland Council, Glenurquhart Road, Inverness, IV3 5NX

Email: [dpo@highland.gov.uk](mailto:dpo@highland.gov.uk) Telephone: 01463 702029

More information can be accessed on Highland Council's website or from the Information Commissioner's Office <https://ico.org.uk/> who are responsible for making sure organisations like the Council handle your data properly & in line with the law.

