Lincolnshire County Council are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about your child / young person / you (if over 16) from your educational setting and any agency / professional where it has been identified that they have had an involvement relevant to the request for an EHC needs assessment.

We hold this personal data and use it to:

- Conduct and EHC needs assessment
- Identify trends and statistics on Special Educational Needs & Disabilities in Lincolnshire
- Provide appropriate support and provision whilst in an educational setting, where deemed appropriate
- Assess how well agencies, educational settings and the Local Authority are performing
- Your information will be shared with agencies, with your agreement, that have had involvement with the child / young person or yourself (if over 16+)

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs and relevant medical information.

**We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.**


We are required by law to pass some information about you to the Department for Education (DfE)

If you want to see a copy of the information about you that we hold and/or share, please contact:

Special Educational Needs and Disabilities Team
9/11 The Avenue
Lincoln
LN1 1PA
Tel: 01522 550806 Email: sendenquiries@lincolnshire.gov.uk
If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

http://www.lincolnshire.gov.uk/local-democracy/information-governance/data-protection

http://www.education.gov.uk/researchandstatistics/childrenandyoungpeople/a0064391/who-the-department-passes-pupil-data-to

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- InformationGovernance@lincolnshire.gov.uk
- Public Communications Unit

Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: www.education.gov.uk
Email: http://www.education.gov.uk/help/contactus
Telephone: 0370 000 2288