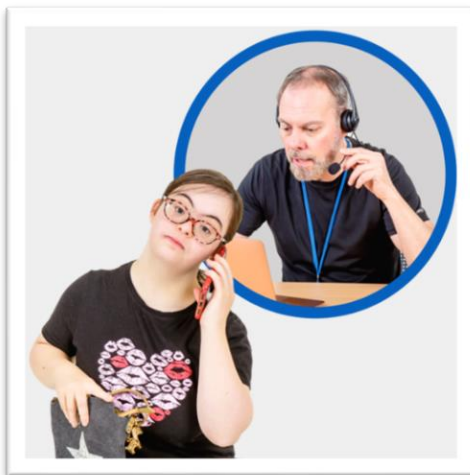


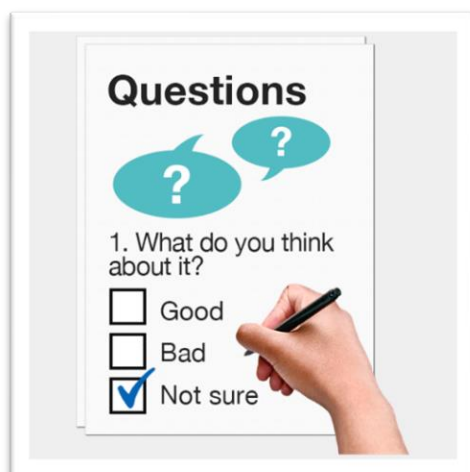
Privacy

What type of information is collected?



We will ask you if we can record some information about you. This information will include your name, school/college, your date of birth, and a chosen method of contact. We will ask you questions about your needs. You do not have to tell us anything that you do not want us to know. You may tell us we can do this, or you may write it down.

How your Information is used?



Your information will be used if we need to send you some information or advice that you have asked for. The information that you give us about you and your needs will help us to think about how we can help you as a service. We will not tell anyone anything you have told us without asking you first. You can read more about this in our confidentiality policy.

We may contact you after you have used the service to ask for some feedback as part of our quality assurance measures.

We may also use your information to create data for general reporting and statistical purposes, if we do this, we will not use your name.

Who has access to your information?



Your information is stored on a database within a secure folder. All paper records are stored securely and destroyed after 1 year. Your information can only be seen by the SEND Information, Advice and Support Service staff members and the administration assistant.

Can we share your information with anyone else?



No. Unless you say that we can, we won't share your information with any organisations or individuals outside of Newcastle SEND Information, Advice and Support Service.

Can you see the information we hold about you?



Yes. You can ask to see the information that we hold about you. You can ask us to correct any personal information or to delete the information if you decide you don't want us to have it anymore.



By consenting to this privacy notice you are saying that we can use your personal information for the purposes identified. If you would like to know more about how we look after your personal information, or would like to request a copy of the information that we hold about you, you can contact us by;

- Contact SENDIASS on **0191 211 6255** or
- Text **07966 281 162**
- email sendiassadmin@newcastle.gov.uk