

## **West Lothian Educational Psychology Service - Data Privacy Information and Consent**

### **Who is processing this information?**

All personal information is held and processed by West Lothian Council in accordance with data protection law.

### **Why are we collecting the information?**

The information collected will allow us to provide an effective Educational Psychology Service. Within the Record of Involvement form, we ask for basic details relating to the child or young person (eg name, address, date of birth, school) and also parent/carer contact details. The form also contains summaries of the concerns, advice given, and actions planned. During the course of our work, we also maintain an electronic record of what we do, and copies of reports and advice received from others involved.

### **How will we store this information?**

The information will be stored within a secure electronic data system operated by West Lothian Council.

### **How long will we keep it for?**

Your information will be kept under law for 5 years after your child leaves school, unless there are other legal reasons to extend this period.

### **Who will we share it with?**

We will only share information with other Council services where this is necessary to allow us to provide an Educational Psychology Service. We may also be asked to share information with outside bodies. These bodies are The Scottish Children's Reporter's Administration, and NHS Lothian. We will only share information with an outside body if you are currently, or if you become, involved with these services.

The only information that we would share with other Council services and outside bodies would be relevant information contained in or copies of, reports, consultations and letters. If asked to share data, Educational Psychologists will use their professional judgement to identify which information is appropriate and necessary to share with the other professionals involved, in order to inform decision-making.

### **How can you get to see the information we hold?**

You have a right to request your information and in some cases ask for it to be changed or deleted. To request your records, you will need to put your request in writing and provide proof of identification to West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF.

### **Who should you contact if you need to make a complaint or change anything?**

It is important the information we hold is correct. If you need to make any changes, please e-mail us: [ed.psych@westlothian.gov.uk](mailto:ed.psych@westlothian.gov.uk)

If you wish to complain about the way your information is held or processed, you can also do so by e-mail: [EducationCustomerServices@westlothian.gov.uk](mailto:EducationCustomerServices@westlothian.gov.uk)

You can also contact the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF.

More information about data protection and how it applies to you, including how to make a complaint, is available from the [Scottish Information Commissioner](#), Kinburn Castle, Doubledykes Road, St Andrews, Fife KY16 9DS

*"Working to improve the wellbeing and educational outcomes of children and young people in West Lothian through the practical application of psychology."*

Data Label: OFFICIAL – Sensitive      Last Updated July 2019