

## Derby City SENDIASS

### Privacy Notice

#### Who are we?

SENDIASS is an arm's length, impartial service that offers information, advice and support to families of children and young people with special educational needs or disabilities, within Derby City.

#### What are we going to do with your information?

SENDIASS takes your privacy seriously. We will only use your personal information to provide services or information to you, or to create anonymised data for general reporting and statistical purposes. We will ask for your consent to store your personal information (securely, under data protection legislation) and you may give this consent verbally or in writing. You have the right to withdraw this consent at any time. You can ask us to delete your personal information at any time.

#### Will we share your information with anyone else?

No. Unless we have your permission to do so, we won't share your personal information with any organisations or individuals outside of SENDIASS. The only exception would be where a failure to share your personal information would lead to a risk of significant harm to you or others.

#### Can you see the information we hold about you?

Yes, you can ask to see the personal information that SENDIASS holds about you, and can choose to receive that personal information in paper or electronic form. You have the right to ask us to correct any inaccuracies in the personal information that we hold about you and you can also choose to reuse your personal information for your own use, e.g. give it to another organisation.

#### The types of information we collect via this website

Via our website forms we may collect your name, e-mail address and any other information you provide to us. We ask for your consent to use this information to contact you. We will use your information only for this purpose.

## Cookies

None of the cookies on this website are used to personally identify its visitors. They do not collect or store personal or sensitive data about individual visitors.

If you do not wish to receive cookies then you can switch them off and delete them in your browser. Different browsers perform this function in different ways. You can find out how to do it in your browser by searching its 'Help' facility. You can change your cookie settings at any time. [This website explains how to control cookies](#). Please note: If cookies are disabled then features on this website will be disrupted and some functions may not work fully or at all.

## Third party websites and social media platforms

Our website may link to third parties. We are not responsible for their practices or privacy policies.

Third party social media platforms may collect types of data such as cookies and web traffic data. Please see their privacy policies for full details.

## Website analytics and statistics

We use third party services at our website to help us improve our website users' experience and to help us make decisions about our service. Google Analytics tracks website users' behaviour, such as referral sources, browsers used, navigation etc. We do not collect any personal information via these analytics. Google may use this tracking information for its own purposes. You can prevent your data being used by Google Analytics. Please see [Google's privacy policy](#) and [opt-out information](#) for more details.

## How can you get in touch with us?

If you would like to know more about how we look after your personal information, or would like request a copy of the personal information that we hold about you, you can contact us in the following ways:

phone: 01332 641414

email: [SENDIASS@derby.gov.uk](mailto:SENDIASS@derby.gov.uk)

post: SENDIASS, Derby City Council, The Council House, Corporation Street, Derby. DE1 2FS