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Service Area:	Education
Work Area:	Caerphilly Autistic Spectrum Service (CASS) based at Trinity Fields School and Resource Centre
Contact Details:	CASS Team Telephone: 01443 866000 Email: cass@hwbcymru.net
Privacy Notice Name:	Caerphilly Autistic Spectrum Service (CASS)
Description of Privacy Notice:	This privacy notice will explain how CASS will use the information about you if we receive a referral to the CASS service requesting support, advice or training for a young person aged 2-18, a family member or a school/educational setting based on a diagnosis of Autistic Spectrum Disorder (ASD).

How we will use your information

Source and type of information being processed

Categories/Source of personal data obtained

Schools, Children Services, Health Professionals, other professionals working with families can make a referral directly to the CASS team for support/training if a young person aged between 2-18 years, has a confirmed diagnosis of ASD and meets the criteria for support (see CASS Referral Guidance).

Schools/educational settings can request support, training, and loan resources when the learner requires extra help in order to make progress.

For CASS to process referrals, the person or organisation making the referral may provide the following information to us.

- personal information (such as name and contact details)
- educational reports and attainment data outlining progress at school
- attendance information (such as sessions attended, number of absences and absence reasons)
- behavioural information (such as exclusion date and any relevant alternative provision put in place)
- special educational needs (including the needs and ranking)
- medical records (such as doctor information, child health, allergies, medication, and dietary requirements)

- safeguarding information (such as details of family circumstances)

If you are unsure who has made the referral, please contact us on the details above for further information.

Purpose and legal basis for using your information

Purpose of processing

The Caerphilly Autistic Spectrum Service (CASS) based at Trinity Fields School and Resource Centre is an innovative service for young people with a diagnosis of Autistic Spectrum Disorder (ASD) living in Caerphilly County Borough Council (CCBC). The service provides specialist support and training for families, schools/educational settings, and other professionals in meeting the needs of young people with a diagnosis. This can either be in the form of training or 1:1 school / home support or advice.

Young People aged 2 – 18 and their families can be referred to CASS for the following support and services:

School Support – Support is available from CASS to empower schools to meet the needs of Autistic people. This support may include modelling good practice, advice, preparing or loaning of resources and staff training.

Home Support – Families can be referred into the service for a short, targeted period of support. Support can include working with young people, providing advice, and sharing resources or referring families to other appropriate services.

For more information about CASS and the work we do, our leaflet is available at:

[cass-leaflet-2022.pdf \(trinityfieldsschoolandresourcecentre.co.uk\)](https://trinityfieldsschoolandresourcecentre.co.uk/cass-leaflet-2022.pdf)

- CASS considers all requests for support received from schools, and other agencies. Families can contact the team for advice/information around referrals, support, and training available.
- All referrals are made directly to the CASS team via the CASS inbox cass@sch.caerphilly.gov.uk
- You will have agreed to the referral either by signing the consent form or verbally to the referrer prior to the referral being made.
- Referrals will then be processed by the CASS team and a letter including a consent letter (if you haven't signed one previously) will be sent to you as part of this process.

Legal basis for processing

There is a public task obligation to process your information detailed below:

Education Act (1996/2002)

ALN Act 2018

Additional Learning Needs Code for Wales 2021

In order for the processing of personal data to be lawful under the General Data Protection Regulations 2016, a valid condition from Article 6 of the Regulations must be identified, which is outlined below:

1e. processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

Optional processing of personal data is covered by the Article 6 condition:

6(1)(a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes

For instance, each individual school will ask for your consent to publish or display photographs of your son/daughter on displays around the school, in newspaper or local magazine articles, and on their website and/or social media pages. You have the right to withdraw consent at any time. Please contact the school for further information.

Data Protection legislation provides extra protection for certain classes of information called 'special categories of personal data', which includes:

- Racial or ethnic origin
- Religious or other beliefs of a similar nature
- Political opinion
- Physical or mental health or condition
- Genetic data
- Biometric data (where used for identification purposes)
- Sexual life or orientation
- Trade union membership

Data Protection legislation also provides extra protection for personal data in relation to criminal allegations, proceedings, outcomes, and sentences.

If any information falls within these definitions, additional conditions are required from Article 9 for special category data and Article 10 for personal data relating to crimes, taking into account additional provisions of the Data Protection Act 2018. If you have any questions in the meantime, please contact the school.

Article 9(2)(g) for special category data – *processing is necessary for reasons of substantial public interest on the basis of Union or Member State law; and Article 10 for criminal data – when the processing is authorised by Union or Member State law.*

The relevant Member State law is the Data Protection Act 2018, and this processing is covered by Schedule 1, Part II, 6(1).

This condition is met if the processing—

- (a) is necessary for a purpose listed in sub-paragraph (2), and*
- (b) is necessary for reasons of substantial public interest.*

(2) Those purposes are—

- (a) the exercise of a function conferred on a person by an enactment or rule of law;*
- (b) the exercise of a function of the Crown, a Minister of the Crown or a government department.*

Who will have access to your information?

Identity of Data Controller and Data Protection Officer

The Data Controller for your information is Caerphilly County Borough Council. The Data Protection Officer is:

Mr Carl Evans

Corporate Information Governance Manager / Data Protection Officer

Email: dataprotection@caerphilly.gov.uk

Tel: 01443 864322

Details of main users of your information

The main users of your information will be the Caerphilly Autistic Spectrum Service (CASS).

Details of sharing your information within Caerphilly County Borough Council

For CASS to support an individual, family, or school effectively, it is often necessary to work and share information with other services also involved with the young person within Caerphilly County Borough Council. Please be aware it may be necessary for CASS to make a referral into another service to support the young person or family. These services may include the following:

CCBC Service Area	Reason
Inclusion and LA Panel	To administer Additional Learning Educational Needs support.
Children's Services	For safeguarding purposes and to access support for the family from the Children with disabilities team.
Education Psychology Service	To provide an Education Psychology Service to individuals and their families.
Digital Services	To provide IT support to the CASS team.
Health and Safety	To provide Health and Safety support to the CASS team when visiting schools and homes of Young People.
Insurance	To defend insurance claims.

Details of any sharing of your information with other organisations

For CASS to support an individual, family, or school effectively, it is often necessary to work and share information with other organisations such as the following:

Organisation	Reason
School/educational setting the Young Person subsequently attends	To support and make recommendations for school staff in meeting individual needs. To administer bespoke training packages. To support the relationship between home and school.

Aneurin Bevan University Health Board	To support a multi-agency approach to meeting individual needs. Make referrals to access health services (for example, Occupational Therapy, CAMHs, SALT, CALDs, SPACE)
Therapy Intervention Services	Staff from other services (including social workers and doctors) working with a child so that a multi professional approach can be adopted for trying to understand problem behaviours and for risk management purposes
Welsh Government	Provision of statistics to monitor education
Careers Wales	For young person to access Careers Wales advice. To share information about the young persons needs where appropriate.
SNAP Cymru	For the family to access SNAP advice and support.
Special Educational Needs Tribunal Wales	Where requests are made by the Local Authority or Family to share information for Tribunal purposes.
Other Local Authorities	Where a young person is moving from one local authority to another or is educated in a provision outside of Caerphilly County Borough Council.

Requests for information

All recorded information held by Caerphilly County Borough Council may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and the Data Protection Act 1998.

If the information you provide is subject to such a request, where possible Caerphilly County Borough Council will consult with you on its release. If you object to the release of your information we will withhold your information if the relevant legislation allows.

How long will we retain your information?

Details of retention period

How long Caerphilly County Borough Council retains information is determined through statutory requirements or best practice.

We will retain your information for 31 years from your child's date of birth.

Your Rights (Inc Complaints Procedure)

Your rights under the Data Protection Act 2018

Data Protection gives data subjects (those who the information is about) a number of rights:

- The right of subject access – Application forms for this process are available on our website: [SAR Form](#)
- The right to be informed
- The right of rectification
- The right to erasure

- The right to restrict processing
- The right to object
- The right to data portability
- Rights in relation to automated decision making and profiling.

Further information on your rights is available from: www.ico.org.uk.

To enact your rights please contact the service area detailed on the top of this form.

Complaints Procedure

If you are unhappy with the way that Caerphilly County Borough Council has handled your request / information, you have the right of complaint. Please contact the Service Area detailed at the top of this document outlining your issues.

If you remain unhappy you also have a right of complaint to the Information Commissioner's Office. Please follow this link for further information on the complaints process.

www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information/Questions-and-complaints

Summary Privacy Notice

How we will use your information

The Caerphilly Autism Spectrum Service (CASS) will process referrals for support/advice either through training, home support, school support or communication support. We will collate the information relevant to your request, your identity and contact details for the purposes of providing you with a response and correspondence. Involvement from CASS will involve collating/sharing information with other services areas within Caerphilly Country Borough Council and other organisations such as relevant schools/educational establishments, Health Boards, Careers Wales, Welsh Government, Special Educational Needs Tribunal Wales, SNAP Cymru and other Local Authorities. Your information will be kept for 31 years from your child's date of birth.

You have a number of rights in relation to your information including the right of access to information we hold about you and the right of complaint if you are unhappy with the way that we have handled your request or your information.

For further information on how we process your information, and your rights please click the following link:

[{Hyperlink to Full Privacy Notice on our website}](#)