



Privacy Notice No:	<a href="#">{Click here}</a>
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<b>Service Area:</b>	Education
<b>Work Area:</b>	Caerphilly Autistic Spectrum Service (CASS) based at Trinity Fields School and Resource Centre
<b>Contact Details:</b>	<b>Michelle Meredith Assistant Head Teacher</b> Telephone: 01443 866000 Email: cass@hwbcymru.net
<b>Privacy Notice Name:</b>	Caerphilly Autistic Spectrum Service (CASS)
<b>Description of Privacy Notice:</b>	This privacy notice will explain how CASS will the use information about you if we receive a referral to the CASS service requesting support, advice or training for a young person aged 2-19, 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

Parents/Carers, Schools, Children Services, Health Professionals, other professionals can make a referral via ISCAN for CASS support/training if a young person aged between 2-19 has a confirmed diagnosis of ASD and meets the criteria for support (see CASS Policy).

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

In order for us to process referrals, the person/organisation making the referral may provide the following information to us.

- Name and Contact details;
- Medical records;
- Educational reports;
- Details of family circumstances (Children Services)
- School attendance/Exclusion date/Attainment data

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**

- Due to the additional needs of people with a diagnosis of ASD there may be times when the individual, their families and their schools/educational settings require the help of specialist support.
- This support can either be in the form of training or 1:1 School, Home or Communication support/advice.
- CASS considers all requests for support received from parents, the school, and other agencies.
- All referrals are made via ISCAN; referrals just for the CASS team are sent to CASS and discussed within CASS team meetings which are attended by the CASS team only. You will have filled out in an ISCAN consent form for this referral to be made.
- A referral may have been made to ISCAN for involvement for more than one service or for multiagency discussion; you will have signed a consent form for your child to be discussed and for their information to be shared via the ISCAN process.
- A referral to CASS may be an outcome of the ISCAN team meeting.
- The ISCAN team is made up of professionals from health, education and social care.

### **Legal basis for processing**

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

Education Act (1996/2002);  
Special Educational Needs Code of Practice for Wales (2002)

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;

Data Protection legislation provides extra protection for certain classes of information called 'special personal data'. If any information falls within the definition of special personal data then an additional condition from Article 9 of the Regulations must be identified, as outlined below:

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:

Ms Joanne Jones  
Corporate Information Governance Manager / Data Protection Officer  
Email: [dataprotection@caerphilly.gov.uk](mailto: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).

ISCAN will also receive information via the referral process and if a referral is made for more than one service including CASS the case will be discussed at the ISCAN team meeting as outlined above.

### **Details of sharing your information within Caerphilly County Borough Council**

In order 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. It may also be necessary for CASS to make a referral into another service to support the young person or family. These services may include the following:

- Education Psychology Service
- Education Advisory Service
- School/educational settings
- ISCAN
- Children's Services
- Safeguarding

### **Details of any sharing of your information with other organisations**

In order 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:

- Health professionals
- Careers Wales
- SNAP Cymru
- Other Local Authorities
- Special Educational Needs Tribunal Wales

### **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 35 years after the closure of your case

## **Your Rights (Inc Complaints Procedure)**

### **Your rights under the Data Protection Act 1998**

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](http://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](http://www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information/Questions-and-complaints)

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# Summary Privacy Notice

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## 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 35 years.

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}](#)