

## **Early Health Notifications Fair Processing Notice**

Wigan Council SEND Team works with a range of teams and agencies within the Council and the NHS to provide support to children and young people with Special Educational Needs and Disabilities (SEND) and their families.

These include:

- Early Learning and Childcare Team
- Portage
- Education Psychology Service
- Specialist Sensory Education Team
- Start Well Locality Teams
- Targeted Education Support Service
- Ethnic Minority Achievement Services
- Bridgewater Community Healthcare Trust
- Wigan Borough Council Commissioned Services
- Wigan Borough Clinical Commissioning Group
- Social Care Teams

To achieve this, the SEND Team will sometimes need to exchange information with other teams in the NHS and Local Authority. This includes some basic details such as name, address, date of birth and any other appropriate information that you might have given to a member of the team, for example:

- Who is in your immediate family and the type of support your family needs
- Which agencies might have helped you in the past
- Details about gender and ethnicity

This information is held securely on a number of databases on Local Authority and NHS IT systems. With your consent, we will share this information, but only if it is beneficial to you. Your information will not be passed on to anyone else unless we are legally bound to do so or if there is a risk of serious harm to you or anyone in your family. This is in line with the principles of the 1998, Data Protection Act. Under this Act you also have a right to see a copy of the information we have on your family.

In order to make sure that you get the right help at the right time, we would like to update your details on a regular basis so that our records are current. We will do this by asking you directly to let us know if any of your details have changed.

If you require any more information you can speak to Wendy Froggatt on 01942 827361.

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