



North Tyneside Council

Educational Psychology Service
Langdale Centre
Langdale Gardens
Wallsend
NE28 0HG

Tel: 0191 643 8739
Fax: 0191 643 8970

North Tyneside Educational Psychology Service Consent for Sharing Personal Data

Name of Child / Young Person _____

Date of birth: _____

Please sign to indicate below which agencies/organisations you are willing for the Educational Psychology Service to share your child's personal data and psychological reports with.

	Parent / Carer /Young Person's Signature (Young person's signature required if over age 13 and self-consenting for Educational Psychology involvement)
Current Educational Setting	
Children's Services (typically social workers)	
Child and Adolescent Mental Health Service (CAMHS)	
Fostering and Adoption Services	
Speech and Language Therapy	
Education Welfare Officer	
Community Learning Disabilities Team	
Language and Communication Team	
Dyslexia Team	
Occupational Therapy	
NHS professionals (i.e. Paediatrician / Physiotherapist)	
Other (please name)	

Name of person signing: _____ Date: _____

Relationship to Child/Young Person _____

North Tyneside Educational Psychology Service Privacy Notice

Who will process your personal information:

The personal information provided in the completed referral form (“**Personal Data**”), assessment findings, psychological reports and all other personal data made available to us during the period of our involvement, will be processed by North Tyneside Council Educational Psychology Service and held securely within this service area.

Why will it be processed?

The Personal Data will be used to provide the person referred to us with an Educational Psychology assessment and/or intervention in relation to assessed need(s). Educational Psychology involvement can result in information being gathered via observation, consultation, assessment and intervention(s) carried out in relation to the person referred.

Who will have access to the personal data?

We will only share personal data with other Services within North Tyneside Council and/or other organisations, such as the Child and Adolescent Mental Health Service (CAMHS), if you have given consent for us to do so at the time of referral.

This consent will stand for 12 months from the date signed consent is obtained, unless you withdraw your consent. You can do this by contacting the manager of the Educational Psychology Service or the Data Governance Team. If you wish us to share information with other agencies after 12 months we will request that you sign another consent form before passing information to other services.

If asked to share personal data, where consent has been given, 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 and assessment.

Do I have to provide my personal data?

You do not have to provide the Personal Data to us. Without the correct information however we may not be able to provide a satisfactory Educational Psychology Service in line with the Health Care and Professions Council (HCPC) standards of proficiency.

How long will the Council keep my information?

We will hold the Personal Data until the person reaches 35 years of age. The Personal Data will then be destroyed.

What are my rights?

Further details about your rights in relation to how we process and manage your Personal Data and your rights of access to this data, can be attained from the Educational Psychology Service Manager and North Tyneside Council Information Governance Team.

If you are unhappy with the use of your information please contact the Data Protection Officer at:

Data Protection Officer, North Tyneside Council, Quadrant, The Silverlink North, Cobalt Business Park, North Tyneside, NE27 0BY

Tel: 0191 643 2333

You also have the right to complain to the Information Commissioners Office if you are unhappy with the way we process your data via the Information Commissioner’s Office Helpline Tel. 0303 123 1113.