



Privacy Policy

Northamptonshire Education Wellbeing and Teaching Services (NEWTS), needs to hold personal information about you. This may involve completing or conducting any form of educational assessment, and providing a report.

NEWTS take privacy seriously. NEWTS is committed to ensuring that privacy is protected. Should we ask you to provide certain information by which you can be identified, you can be assured that it will only be used in accordance with this privacy statement.

Any personal information that you give NEWTS will be processed in accordance with the UK Data Protection Act 1998 and the GDPR (General Data Protection Regulation 2018), which requires NEWTS to be registered with the ICO (Information Commissioner's Office). You have a right to request to see your own personal information that is held about you and NEWTS must ensure that it is kept secure.

NEWTS will use your personal information to provide you with any services appropriate to your educational wellbeing needs. Please note:

- NEWTS may obtain information from and about you (where relevant) via questionnaires which will enable NEWTS to complete the assessment.
- NEWTS may need to obtain information from another source (confidential school reports or other professional reports) with permission and record it on paper or electronically to enable NEWTS to complete the assessment.
- If any educational or wellbeing assessments take place, and a report is produced, a copy will be scanned and stored electronically for 6 years.
- NEWTS will email your report to you, password encrypted, and will forward the password.
- NEWTS will delete all electronically stored data including email threads and any reports after 6 years of the termination of any support provided. **We would therefore strongly recommend that you keep a copy of any report securely.** After this time NEWTS will not be able to supply you with a copy of any report.
- You are entitled to view, amend, or delete the personal information that NEWTS holds. Email your request to stephanie@src-ed.co.uk or amy@bigpictureeducation.co.uk Note: Requests from clients to delete data relating to an individual will be considered on a case-by-case basis but NEWTS

may be unable to remove all assessment records or support notes for legal reasons. This will incur an admin charge of £30.

- NEWTS may need to share information with educators, tutors, mentors or employers, for example. If so, NEWTS will request this permission in writing as confirmation of your consent.

Should you have any queries in relation to General Data Protection Regulation (GDPR), please do not hesitate to contact NEWTS – stephanie@src-ed.co.uk or amy@bigpictureeducation.co.uk