When you contact us, we will write down some details which are stored electronically. With your permission, we store these on a secure password protected database so we can refer to them when we need to.

We record information so we can:

* Make sure you get the services you are entitled to
* Save you having to give us the same information more than once, if you contact us again and speak to a different person
* Identify and build up anonymous statistics about things that parents/carers, children and young people in general are concerned about and the difficulties you are facing.

The kind of written information we keep about you includes: name, address, telephone number, how you heard about PATT SENDIASS and an outline of your enquiry.

The kind of information we keep about you/your child or young person includes:

the child/young person’s name, date of birth, gender, school, year group, area of SEN/disability and SEN status (e.g. School Support or an EHC Plan or Statement of SEN).

We are required by our Commissioner (Thurrock Council) to record ethnicity for statistical purposes only. You may decline to share this information with us. We share this information with Thurrock Council anonymously.

PATT SENDIASS staff shall obtain consent from you before discussing a child or young person with Local Authority, the voluntary sector, outside agencies or education settings staff. The Local Authority are not permitted to discuss your child’s case with PATT unless we present the completed permission form.

**The only time we would pass on information without your permission is when the law says we must (for example, when a child’s safety is at risk).**

We also request that we may keep your telephone number and address on our mobile phones for contact and visiting purposes. If you wish us to remove this information when we have closed your case, please indicate on the form below.

You decide what information you wish us to store or destroy when we have completed supporting you and your case is closed.

**If you wish to change your mind at any time, please email: info@patt.org.uk**

The documents we would hold electronically would be: referral details, permission form and the case notes document. You may view the information we hold about your child at any time

Any paper files we hold are shredded as soon as we have completed a task (eg, copies of EHCP for checking, One Page Profile) so please ensure that you keep your originals safe.

|  |
| --- |
| I consent/do not consent to PATT SENDIASS holding information to help them support me/my Child/my Young Person. |
| I consent/do not consent to my PATT caseworker holding my telephone number and address on their mobile device. |

|  |  |
| --- | --- |
| Signed: | Date: |

|  |  |
| --- | --- |
| When our case is closed we would prefer:  Please tick   * PATT SENDIASS to hold our details on file in case we require further support   (If we have not heard from you within two years the records will be destroyed)   * PATT SENDIASS to delete all reference to myself/child/young person from all their electronically held records.   I understand I can change my mind at any time. | |
| Signed: | Date: |

|  |  |  |
| --- | --- | --- |
| I hereby give permission for Thurrock Local Authority to provide the Parent Advisory Team Thurrock (PATT) with any information required in relation to the education of my child: | | |
| **NAME OF CHILD:** | **DOB:** | **SCHOOL:** |
| Signed: | | Date: |

|  |  |
| --- | --- |
| I hereby give permission for PATT to contact the school named above to discuss my children’s needs and for the school to share relevant information with PATT | |
| Signed: | Date: |