

**Privacy Notice for
Neurodevelopmental Pathway &
Support Team (NPST)**



**Nottingham City Council
Information Compliance**

**Service Area: Family Hubs
Directorate: Childrens and Education
PN-391**

04/2025

The **Neurodevelopmental Pathway & Support Team** are part of Nottingham City Council, who are the data controllers for the personal data (or personal information) that we process about you. When this notice refers to 'you' it also means the child or young person whose data we are processing and that you have parental responsibility or guardianship for or have the legal right to provide parental consent for.

When we process personal information relating to you, we will only do so when it is necessary and where we have a lawful reason to do so.

We will use the information provided by you for a number of reasons, depending on the service or reasons for interacting with you. This includes;

- Working in partnership with parents and carers.
- Offering support, advice and strategies for parents and carers to use at home if there are queries arising from Autism and/or ADHD or the child/young person has a diagnosis of Autism and/or ADHD.
- Completing non-clinical assessments of children and young people where there are queries arising from Autism and/or ADHD.
- Working closely with other teams and professions to support families and children.

When we process your personal information, we will comply with data protection legislation and enable you to exercise your rights contained within the legislation.

What personal information will the Council process?

The information that we collect about you to fulfil the purposes, objectives, or to deliver the services outlined above will relate to you, or your child's;

- Name
- Date of Birth
- Address
- Language requirements
- Education information and reports if relevant to any application
- Health & Disability information if relevant to any application
- Relevant family Health & Disability information if relevant to any application
- Relevant agency or social care involvement if relevant to any application

The information we process about you may include the following 'special categories of personal data':

- Race or Ethnic origin
- Physical or mental health
- Genetic and biometric data

Lawful basis for processing

The basis under which we use your personal information for these purposes is that this is necessary for the performance of a task carried out in the public interest by the Council or in the exercise of official authority vested in the Council.

This is a result of the powers or duties contained in:

- The Children Act 1989
- The Children Act 2004

- Equalities Act 2020
- UK General Data Protection Regulations
- Data Protection Act 2018

The condition under which we process 'special categories of personal data' is that such use is necessary for reasons of substantial public interest and in accordance with the provisions of the UK General Data Protection Regulation and the Data Protection Act 2018.

The information being processed may also include personal data relating to criminal offences. The condition under which this information is processed is for statutory reasons of substantial public interest.

Will my information be shared with other organisations or used for other purposes?

The Council will only share your personal information with other departments within the Council, and with other organisations when it is necessary to provide the services to you, and when we have a lawful reason to do so. The Council may also share your information when we are obliged to by law.

In relation to this service, the Council may share your personal information with:

- Health professionals and departments such as, Community Paediatrics, Community CAMHS, CAMHS Neurodevelopmental Autism Assessment Team, Speech and Language Therapy and the Nottingham CityCare Partnership.
- Professionals and teams within Child's Integrated Services and The Early Years Special Educational Needs and Disability Team, Nottingham City Council

The information may also be used for the purpose of any other function carried out by the Council. This may include sharing your information across the Council, or with external organisations. Information about these functions and the legal basis on which information is used for them can be found at <http://www.nottinghamcity.gov.uk/privacy-statement/>

The information will only be used for another purpose where it is lawful to do so. Information you provide may be shared with other partner agencies (e.g. Health, Education, Police) where it is necessary to safeguard a child or create a multi-agency team around a child to promote their welfare.

Do I have to provide the information?

You are not obliged by statute or contract to provide the information that is specified here. However, if we were not able to process your personal data it may impact on the advice, support, and assessments that we are able to offer and complete.

How long will the Council retain the data for?

The information that you have provided will be kept for 35 years from the date of birth of the child. However, if the child has been looked after by the local authority, the information will be retained for a period of 75 years

The Council publish an Information Asset Register (IAR), this will outline the retention periods for the personal data we process. You can find this IAR on our website <https://geoserver.nottinghamcity.gov.uk/information-asset-register/>

Information Rights

The UK General Data Protection Regulation provides for the following rights as prescribed by the legislation:

A right to request a copy of your information

A right to request rectification of inaccurate personal data

A right to request erasure of your data known as 'the right to be forgotten'

A right to in certain circumstances to request restriction of processing

A right in certain circumstances to request portability of your data to another provider

A right to object to processing of data in certain circumstances

A right regarding automated decision-making including profiling

However, Nottingham City Council can restrict the above rights in certain circumstances for example to avoid obstructing an investigation, avoid prejudicing the prevention, detection, investigation or prosecution of criminal penalties or to protect the rights and freedoms of others.

Data Protection Officer

You can contact the data protection officer at:

Loxley House,
Station Street,
Nottingham,
NG2 3NG

or at data.protectionofficer@nottinghamcity.gov.uk .

Information Commissioner's Office

The Information Commissioner's Office (ICO) website provides guidance on data protection and privacy matters, you can visit the website at www.ico.org.uk. You also have the right to complain to the ICO if you consider that the Council have processed your personal data incorrectly or that we have breached our obligations to you. You can contact the ICO at:

Wycliffe House,
Water Lane
Wilmslow,
Cheshire
SK95AF

www.ico.org.uk

Further Information

For more information about these rights please refer to our detailed privacy statement at <https://www.nottinghamcity.gov.uk/privacy-statement> .