

## **PRIVACY STATEMENT (Dundee Educational Psychology Service)**

To ensure that we are able to provide you with the most effective support we are legally bound to gather and record information about you. This information will be kept in a secure electronic file and will include your personal details, information about your education and other issues important for your education and wellbeing. In some rare cases we keep some of the information about you in a paper file if we do not have permission to store it electronically, for example some reports from the NHS.

All of the information kept in your file is confidential. This means that it is kept private and will only be shared with people who are involved in helping you learn and only if it is relevant that they see it. People need a password and permission to be able to see your electronic file, and all our paper files are kept locked in a filing cabinet in our office.

Educational Psychology files are kept until you are 25 years old or, if you are Looked After they may be kept for a period of 100 years from the date of your birth to ensure that they are available for you to see at any time during your lifetime.

You can ask to see your files or any other personal information we have about you at any time. It may take up to 1 month for this to happen. Some information may be held back in some instances. For example, if it is about other people who do not agree for their names and information being given to you, or if the information is likely to cause you harm. You will be given an explanation of anything you don't understand and you can ask for information that is wrong to be changed or removed.

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