

Privacy Notice

Production and Presentation of media for use within Hertfordshire Autism Training

Why we need your information

Hertfordshire County Council invites you and/ your child(ren) to take part in the production of 'pupil voice' media for use within the Hertfordshire Autism Training package. The use of films, videos, soundbites and photographic images will be used in schools within Hertfordshire to raise awareness and understanding of autism. As part of the process, you and/or your child are asked to talk or share visually, their views and experiences in relation to autism.

This information is being gathered and will be processed on the basis that you as parent/s of _____ are giving explicit consent for us to share the use of this media. And that your child has given informed consent for this media to be shared.

If you wish to withdraw consent at any time you can do so by contacting us at autism.voice@hertfordshire.gov.uk

What we will do with your information

The information you give us will be held by the SENDSAS Speech language and Autism Team and will only be used for the purposes identified above.

The film will only be viewed by individuals employed within schools in Hertfordshire and will be kept securely on HCC laptops and IT equipment.

How long we will keep your information

We estimate that the films will be in use for a period of 5 years from when you take part. We may contact you before the end of the 5 year period to ask you if you content for us to continue to use the film as part of our schools Hertfordshire Autism Training package.

What are your rights?

Hertfordshire County Council will be the Data Controller for your information.

You have the following rights in relation to this data:

- You have the right to be informed about what information we hold about you and how we use it.
- You have the right to request copies of any information the Council holds about you by making a subject access request.
- If information we hold about you is factually inaccurate you have the right to have it corrected.
- You have the right to object to the way we are using your data.
- You have the right to request that your data is deleted. However, we may be unable to delete your data if there is a need for us to keep it. In this case you will receive an explanation of why we need to keep the data.
- You can also request that we stop using your data while we consider a request to have it

corrected or deleted. There may be some circumstances in which we are unable to do this however we will provide an explanation if this is the case.

- In certain circumstances you may also request data we hold about you in a format that allows it to be transferred to another organisation.
- In the event that decisions are taken using automated processes you have the right to request that these decisions are reviewed by a member of staff and to challenge these decisions.

If you would like to request copies of your data, request that your data is deleted or have any other queries in relation to data which the Council holds about you please contact the Data Protection Team.

Data Protection Team
Hertfordshire County Council
County Hall
Pegs Lane
Hertford
SG13 8DQ
Tel: 01992 588099
Email: data.protection@hertfordshire.co.uk

You can also contact our Data Protection Officer at dataprotection.officer@hertfordshire.gov.uk or in writing to the address above.

If you are unhappy with the way that Hertfordshire County Council has used your data or with the way we have responded to a request you also have the right to contact the Information Commissioner's Office www.ico.org.uk

Consent

I [Insert full name] _____ confirm that I have read the above information and that I understand it.

Having done so I agree to my child [insert full name] _____ taking part in the production of films, videos or images for the purposes of the above training.

I am aware that I can withdraw consent to taking part in contributing to the training at any point up until images or videos are shared with HCC.

Signed parent: _____ **Date:** _____

Signed child: _____ **Date:** _____