Reviewed Sep 2026

Consent to share data under GDPR regulations

When a referral is made to the North Herts Primary Support Service, a Hertfordshire Single Service Request form will be completed and signed to approve permission to work with a pupil within their North Herts primary school. Information and data will be collected about this child and will be stored and shared in the following ways:

- A signed Single Service Request form which parents/carers must sign to allow support to take place.
- At the end of the academic year, or when support is finished, a report is sent to the school that parents can see upon request.
- We will liaise with schools to gain an understanding of the pupil's academic status and what has caused the referral. This will also include information relating to the child's family and school background.
- We will collect attendance data for NHPSS sessions with pupils.
- We will collect the following from schools:
    1. Exclusion data
    2. SEN/ SEMH data
    3. Allergy / Medical information
    4. Academic status of the pupil
    5. Other support & school intervention information
    6. School attendance data
- We will share and receive data and information when requested with:
    a) Hertfordshire County Council and other local authorities; for example if a pupil is living in a different county but attending a Hertfordshire school and they may need to access services from this county
    b) Child's registered school(s)
    c) Medical professionals (including but not limited to GP, CAMHS, CDC, Step2, PALMS any other NHS Services required to support the pupils needs)
    d) Social Services, Families First, Police and other local authorities if there is a safeguarding concern relating to the pupil
- We will store data electronically. All paper work is kept electronically on a secure network.

Briar Patch Lane
Letchworth Garden City
Hertfordshire
SG6 3LY
Tel: 01462 487207
Email: supportservices@nhf.school

The Old Magistrates Court
29 Bancroft
Hitchin
Hertfordshire
SG5 1JW
Tel: 01462 419020
Email: supportservices@nhf.school

Executive Head: Mr Dan Nearney

- We will keep all information collected about the pupil on record until support with the NHPSS ends, and while s/he is monitored in school for three terms after support ends. Archived information will be kept until the pupil ends schooling in Year 11.
- Through the North Herts Tri-Partnership we are a commissioned service to the ESC, and some of our data sits within the wider GDPR policy of NHESC.
- All data and information will be safely destroyed via the Hertfordshire County Council certified shredding company.
- Parents/carers can retract permission for us to hold the pupils information - apart from the signed Service Agreement and the data record - at any time by emailing supportservices@nhf.school or writing to North Herts Primary Support Service, NHESC, Briar Patch Lane, Letchworth, SG6 3LY.

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