

If you need the information in this leaflet in another language or in a special format, such as braille, large print or audio-cassette, please contact us at the address below.

Ky botim jep të dhëna për prindërit që kanë fëmijë me nevoja të veçanta mësimore. Është përgatitur nga Shërbimi i Partneritetit të Prindërve (Parent Partnership Service). Ky shërbim i ofron prindërve përkrahje të besueshme dhe të paanëshme. Nëse këto të dhëna ose këshilla ju nevojiten në gjuhën amtare, ju lutemi të na kontaktoni në adresën e mëposhtme.

এই প্রকাশন বশিষে শিক্ষার আবশ্যিক হওয়া শিশুদের পতি মাতাদরেক তথ্য প্রদান করে। পতি-মাতা অস্বীকার সবে এইটি প্রকাশ করে। এই সবে পতি-মাতাদরেক গণোপন এক পক্ষপাতশূন্য সমর্থন প্রদান করে। যদি আপনাকে নিজের ভাষায় এই তথ্য অথবা উপদেশের আবশ্যিক, অনুগ্রহ করে নচিত্রে ঠিকানায় আমাদেরকে যোগাযোগ করুন।

Cette publication offre des informations aux parents d'enfants qui ont des besoins particuliers en matière d'éducation. Elle est publiée par le Parent Partnership Service. Ce service offre un soutien confidentiel et impartial aux parents. Si vous souhaitez recevoir ces informations ou des conseils dans votre propre langue, veuillez nous contacter à l'adresse reprise ci-après.

આ પ્રકાશન વિશેષ શૈક્ષણિક જરૂરિયાતો ધરાવતા બાળકોના વાલીઓને માહિતી આપે છે. એ પેરેન્ટ પાર્ટનરશિપ સર્વિસ દ્વારા બનાવવામાં આવ્યું છે. આ સેવા વાલીઓને ખાનગી અને તટસ્થ ટેકો આપે છે. જો તમને આ માહિતી કે સલાહ તમારી ભાષામાં જોઈતી હોય, તો કૃપા કરીને નીચે આપેલા સરનામા પર અમને સંપર્ક કરો

Questa pubblicazione informativa è rivolta ai genitori di bambini con necessità educative speciali. Essa è prodotta dal Parent Partnership Service, ente che offre sostegno ai genitori ispirandosi a criteri di riservatezza e imparzialità. Se desiderate ricevere informazioni o consigli nella vostra lingua, potete contattarci all'indirizzo sottostante.

**The Parent Partnership Service  
Westfield Middle School  
Queens Park  
Bedford  
MK40 4HW**

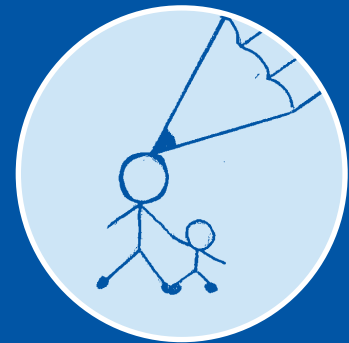
**Tel: (01234) 316353  
Fax: (01234) 316352  
Email: parent.partnership@bedscc.gov.uk**

ਇਹ ਪ੍ਰਕਾਸ਼ਨ ਵਿਸ਼ੇਸ਼ ਵਿਦਿਅਕ ਜ਼ਰੂਰਤਾਂ ਵਾਲੇ ਬੱਚਿਆਂ ਦੇ ਮਾਪਿਆਂ ਨੂੰ ਜਾਣਕਾਰੀ ਦਿੰਦਾ ਹੈ। ਇਹ ਸੇਵਾ ਸਾਂਝੇਦਾਰੀ ਸੇਵਾ ਵਲੋਂ ਪ੍ਰਸਤੁਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ। ਇਹ ਸੇਵਾ ਮਾਪਿਆਂ ਨੂੰ ਗੁਪਤ ਅਤੇ ਨਿਰਪੱਖ ਸਹਾਇਤਾ ਮੁਹੱਈਆ ਕਰਦੀ ਹੈ। ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਸ ਜਾਣਕਾਰੀ ਜਾਂ ਸਲਾਹ ਦੀ ਤੁਹਾਡੀ ਮਾਪਣੀ ਭਾਸ਼ਾ ਵਿੱਚ ਲੱਭ ਹੈ, ਤਾਂ ਸਾਡੇ ਨਾਲ ਹੋਰ ਦਿੱਤੇ ਪਤੇ ਤੇ ਸੰਪਰਕ ਕਰੋ।

Niniejsza publikacja zawiera informacje kierowane do rodziców dzieci o specjalnych potrzebach edukacyjnych. Została przygotowana przez serwis partnerstwa rodziców. Oferuje on poufną oraz bezstronną pomoc dla rodziców. Jeżeli potrzebujesz informacji lub porady we własnym języku, prosimy o skontaktowanie się z nami pod adresem podanym poniżej.

یہ اشاعت خصوصی تعلیمی ضرورت والے بچوں کے والدین کو معلومات فراہم کرتا ہے۔ اسے پیرنٹ پارٹنرشپ سروس نے تیار کیا ہے۔ یہ خدمت والدین کو رازدارانہ اور غیر جانبدارانہ تعاون فراہم کرتا ہے۔ اگر آپ کو یہ معلومات یا مشورے آپ کی اپنی زبان میں درکار ہوں تو، برائے مہربانی ہم سے ذیل کے پتے پر رابطہ کریں۔

# Parent Partnership Service



Putting you in the picture

Confidentiality and The Data Protection Act

Why do we keep information about you?



## Confidentiality – The Data Protection Act

### Why do we keep information about you?

Like many other people who provide services you already use (for example, teachers and doctors) we hold information about you.

When you contact us, we will ask you if we may write down some details. With your permission, we store these on a computer so we can refer to them when we need to.

You do not have to give us your name, or your child's name, if you wish to stay anonymous.

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 in general are concerned about and difficulties they are facing.

The kind of written information we keep about you includes: name, address, telephone number and a

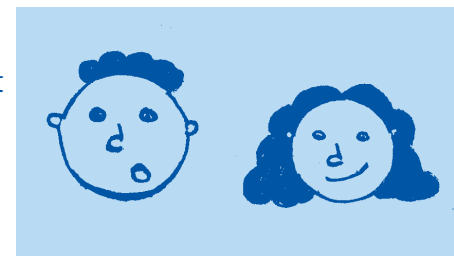
record of all contacts you have with the Parent Partnership Service.

The kind of written information we keep about your child includes: the child's name, date of birth, gender, ethnicity, school, year group, area of SEN, stage of the SEN Code of Practice.

If you wish to see the information we hold, you can talk about this with the Parent Partnership Co-ordinator. We treat all the information you give us as confidential. Sometimes we might find it helpful to share information with schools and other services but we will not do this without your agreement; the Parent Partnership Officer will talk about it with you first.

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 will comply with the Data Protection Act by not keeping your information longer than we need to.



Children from Westfield Middle School, Bedford, drew the illustrations in this series of leaflets.