

Processing your information



The Additional Support Needs Tribunal is a part of the [Health and Education Chamber](#) (we call this “the Tribunal” in this note).



The Tribunal decides appeals from parents, children and young people about their school education. This means we handle some of your personal information. The law calls this “personal data”. We handle information that comes from you, your parent or carer, and we may handle information about you from:

- an education authority
- an independent school
- an advocacy service
- a lawyer



We will send copies of the Tribunal papers to you (if you are the person who has brought the appeal to the Tribunal) and to any other person who is legally allowed to have them. This will normally be the education authority or an independent school. If your parent or carer has brought the case to the Tribunal they will be given a copy of the Tribunal papers.



If any of the information we are given raises concerns about someone’s safety we may pass this on to certain other people, like the police.

Tribunal decisions may be published on our website. Before we do this, your name will be removed and we will make sure no-one will be able to tell the decision is about you.



We keep the Tribunal papers for six months after the case is closed. You have the right to ask us for those papers, including any record of what happened at the hearing. You can also ask us to correct any mistake you think we have made in handling your information and even to ask us to remove some of your information.