

PN083-PRIVACY NOTICE

The wording in this document reflects the requirements of the General Data Protection Regulation (GDPR) effective from the 25th May 2018.

TCBC Service Area:	Education Service
Work area:	Additional Learning Needs
Contact Details:	Donna Lewis
Privacy Notice Name:	Educated other than at School (EOTAS)

Data controller:

Torfaen County Borough Council
C/o Civic Centre
Pontypool
NP4 6YB

Data Protection & Information Governance Officer:

Susan Bullock
01633 647467
Email: dpa@torfaen.go.uk

1) Have we sourced your personal data, directly from you?

No

If no, how did we obtain your personal data?

It was shared with the Council

2) What information does the Council collect about you?

The Council collects and processes a range of information about you.

This includes

UPN (Unique pupil number)
ULN (Unique learner number)
Surname
Forename
Date of birth
Gender
Middle Name
National identity
Ethnic Group

Source of ethnicity data
Free school meal eligibility
Year Group
Postcode
Pupil SEN provision
Special Needs
Category of provision
Hours of provision
LA establishment name
Other category of provision
Exclusion reason
Exclusion category
Start date of exclusion
LA number
Number of sessions missed
Age and gender of home educated pupils (anonymised numbers only)

3) The Council may collect this information in a variety of ways:

Via a third party from schools data, and the Capita ONE database

We will store your data:

In secure pupil files on the council's education directory on the M drive or via the Capita ONE secure database

4) Why does the Council process your personal data?

To comply with the legal obligations of the Council

Each LA is required to provide the Welsh Government with pupil level data for all pupils for whom the LA has a financial responsibility to provide an education for pupils who are educated other than at school.

5) Special categories of personal data:

Ethnic Origin

We can process this category of data because:

Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes

Statutory field in the Welsh Government EOTAS return

6) Who has access to your data?

Your information may be shared internally with (please list)

The ALN and Education Service

The Council shares your data with third parties in order to comply with the requirements of the return

Is the Data transferred out of the EEA?

No

7) How does the Council protect data?

The Council has internal policies in place to ensure the security of the data it processes is not lost, accidentally destroyed, misused or disclosed. Furthermore data is not accessed by employees except in the performance of their duties.

Where the Council engages third parties to process personal data on its behalf, they do so on the basis of written instructions. These third parties are also under a duty of confidentiality and are obliged to implement appropriate measures to ensure the security of data.

8) How long does the Council keep your data?

The Council will hold your personal data only for the period that is necessary and will follow organisational and Local Authority standards in this area. We will keep your information in line with our Local Authority retention schedules of 35 years from closure of record.

9) Are we making automated decisions/profiling with your data?

No

Your rights

You have a number of rights you can exercise:

- access and obtain a copy of your data on request
- require the Council to change incorrect or incomplete data

- under certain circumstances you can require the Council to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- to know the period of time that the data will be stored for
- the right to data portability
- the right to withdraw your consent at any time
- the right to lodge a complaint with a supervisory authority (Information Commissioners Office)
- the consequences of if you fail to provide data to the Council
- the existence of and automated decision-making, including profiling and the consequences of this for you.

If you would like to exercise any of these rights, please contact Donna Lewis, Senior ALN Manager donna.lewis@torfaen.gov.uk 01495 766974

DOCUMENT CONTROL

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REVISION HISTORY

Issue Date	Version / Status	Reason for Change	Changed By:
April 2018	1.0 Live	Form created to achieve GDPR Compliance	Sue Bullock