

## **PN052 - PRIVACY NOTICE**

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

<b>TCBC Service Area:</b>	Education
<b>Work area:</b>	ALN
<b>Contact Details:</b>	Donna Lewis
<b>Privacy Notice Name:</b>	ALN – Exclusions

### **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.gov.uk](mailto:dpa@torfaen.gov.uk)**

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

No

#### **If no, how did we obtain your personal data?**

Pupil exclusions are provided by the school the pupil is on roll at.

#### **2) What information does the Council collect about you?**

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

Name  
Date of Birth  
National Curriculum Year  
Reason for Exclusion  
SEN status  
Gender  
Reason for exclusion  
Type of exclusion (fixed term/permanent)  
Number of days excluded  
Number of incidents of exclusion

Information relevant to exclusion

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

Via a third party

**We will store your data:**

In Secure pupils 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**

The education service has a duty to monitor the exclusions of pupils educated in Torfaen schools and collect and provide anonymised data on exclusions as subscribed by the Welsh Government statutory requirements.

**5) Special categories of personal data:**

None

**6) Who has access to your data?**

**Your information may be shared internally with**

The ALN and Education Service

**The Council shares your data with third parties because**

No pupil level data is shared with outside agencies

**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 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. The ALN Service retain records for Home Educated Pupils in line with the council policy of the child's date of birth plus 25 years.

## **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](mailto:donna.lewis@torfaen.gov.uk) 01495 766974

## DOCUMENT CONTROL

<b>Title:</b>	<b>TEMPLATE – Privacy Notice</b>		
<b>Document Owner:</b>	<b>Senior Information Risk Owner (SIRO)</b>		
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## REVISION HISTORY

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