

PN058 - 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
Work area:	ALN
Contact Details:	Donna Lewis
Privacy Notice Name:	ALN – Pupil Files

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

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.

Name
 Date of Birth
 National Curriculum Year
 Address of young person
 Age
 Parent's names
 Parents contact details
 School/education provision name

Education Information copies of education plans
Additional Learning needs status
Looked After /legal Status
Attendance data
Attainment /Assessment data
Exclusion data
Ethnicity
Religion
Other agencies involved
Gender

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

Via a 3rd party from schools data and other agencies

We will store your data:

In secure pupils files on the council's Education directory on the M drive

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 education provision for all pupils with Additional Learning Needs and have requirements to collect data on individual groups as subscribed by the Welsh Government and Estyn statutory requirements.

5) Special categories of personal data:

Ethnic Origin
Religion

We can process this category of data because:

It is necessary to fulfil the obligations of the controller and data subject

6) Who has access to your data?

Your information may be shared internally with

The ALN Service

The Council shares your data with third parties because (please explain

Only with consent of the client to support education planning for the young person.

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 in line with the council policy of 35 years from closure of pupil 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