

## **PN059 - 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 – Specialist Placement Panel and Out of County specialist placements

### **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?**

It was shared with the Council

A Person with parental responsibility has to give consent for a young person to be discussed for a Specialist Education Placement. Information is gathered by schools and outside agencies involved with the young person.

#### **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  
 Age  
 Address  
 Parent's names

Parents address and telephone number  
School/provision name  
Education Information  
Looked After Status  
Disability/additional needs information  
Attendance data  
Attainment data  
Exclusion data  
Other agencies involved  
Social care information  
Gender  
Information relevant to the case

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

Application forms

Via a 3<sup>rd</sup> 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?**

Consent

When we receive consent for a young person to be discussed for a specialist placement you give us consent to contact other agencies e.g. health /social care to gather information as part of the multiagency process

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

Ethnicity

Religion

Health information

**We can process this category of data because:**

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

**Your information may be shared internally with**

ALN Team and school staff who are involved in the specialist placement decision process.

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

Information is only shared with 3<sup>rd</sup> parties' e.g. independent schools with the consent of the parent if a placement outside of Torfaen is required.

**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 the closure of the records.

**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