

## **PN057 - 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>	Tracy Tucker
<b>Privacy Notice Name:</b>	ALN – Statutory Assessment

### **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?**

Yes when parents request statutory assessment but also from schools and other agencies. This will be when schools or other agencies that have requested assessment with parental consent.

#### **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
- Address
- Parent's names
- Parents address and telephone number
- School name
- Education Information
- Looked After Status
- Disability/additional needs information
- Attendance data

Attainment data  
Exclusion data  
Ethnicity  
Religion  
Other agencies involved  
Health information  
Social care information  
Gender  
Information relevant to the assessment

**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 to start a statutory assessment you give us consent to contact other agencies e.g. health /social Care to gather information as part of the multiagency process which has a legal basis.

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

Ethnic Origin

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

The data subject gave explicit consent

Requirements of ALN Code of Practise which is statutory.

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

Your information may be shared internally with:

The ALN Team and school staff who are involved in the statutory process

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

Statutory assessment is a multiagency assessment and requires information to be collected from key agencies (health and social care) and may include other agencies involved as indicated by the client by consent.

Careers Wales is responsible for the delivery of the transition plan and are required under the Policy Special Educational Needs Code of Practice for Wales to ensure that all young people identified as SEN from year 8 will receive their services as detailed in the code of practice.

## **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 following 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>		
<b>Document Author:</b>			
<b>Reference:</b>	<b>PN057</b>	<b>Retention Period:</b>	<b>Until next review</b>
<b>Document Classification:</b>	Official	<b>Location:</b>	SWOOP
<b>Version / Status:</b>	Live	<b>Approved by:</b>	SIRO
<b>Current Issue Date:</b>	April 2018	<b>Next Review Date:</b>	April 2020

## 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