

## **PN047 - 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 – Vulnerable Groups i.e. Looked after children; Gypsy Roma Traveller; English as an additional language; Young Carers; Pregnant Teenagers; Families in difficult circumstances; those educated other than at school; pupils on modified days

### **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

#### **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/carer contact details  
School/education provision name  
Education Information  
SEN status  
Looked After /legal Status  
Attendance data  
Attainment /Assessment data  
Exclusion data  
Other agencies involved  
Gender  
Home Language

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

Via a 3<sup>rd</sup> party from schools data

**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 to monitor the education provision for all vulnerable pupils and have requirements to collect data on individual groups as subscribed by the Welsh Government and Estyn.

**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 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 in line with the council policy of date of birth + 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