

PN060 - 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:	Inclusion
Contact Details:	Cheryl Deneen Cheryl.deneen@torfaen.gov.uk
Privacy Notice Name:	Autistic Spectrum Disorder Support

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
Address
Gender

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

Application forms

Referral forms are sent in by a Medical professional, Education professional, or School/Early Years Setting

We will store your data:

Secure electronic format

4) Why does the Council process your personal data?

Consent

Parent/carer consent must be provided prior to involvement.

5) Special categories of personal data:

Health

We can process this category of data because:

The data subject gave explicit consent

Parent/carer consent must be provided prior to involvement

6) Who has access to your data?

Your information may be shared internally with

Educational Psychologists

Additional Learning Need Link Officers

Social Care (if applicable)

Education Welfare Officer

Education Establishments

The Council shares your data with third parties because

Non maintained Nurseries and Playgroups, Health Board

In order to provide support post diagnosis

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. 35 years from closure.

9) Are we making automated decisions/profiling with your data?

Yes

Details of the automated decision making/profiling?

Determination of what interventions are appropriate to support family and child at home and in school

How the decision were made?

Based on consultations at home and in school

Significance and consequences of automated decision making?

Appropriate intervention or level of support put in place

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 Cheryl Deneen: Cheryl.deneen@torfaen.gov.uk

DOCUMENT CONTROL

Title:	TEMPLATE – Privacy Notice		
Document Owner:	Senior Information Risk Owner (SIRO)		
Document Author:			
Reference:	PN060	Retention Period:	Until next review
Document Classification:	Official	Location:	SWOOP
Version / Status:	Live	Approved by:	SIRO
Current Issue Date:	July 2020	Next Review Date:	July 2021

REVISION HISTORY

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