

## **PN095 - 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 Service
<b>Work area:</b>	Education Welfare Service
<b>Contact Details:</b>	Vicky Cambridge 01495 766965
<b>Privacy Notice Name:</b>	Chaperones/Matrons

### **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 via an application form, DBS check and references

#### **2) What information does the Council collect about you?**

The Council collects and processes a range of information about you.

This includes.

Name, address, contact number, occupation, DOB, e-mail address, experience, qualifications, driving licence details, health information, any convictions, outcome of DBS check, references.

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

Application forms and references

**We will store your data:**

Electronically

**4) Why does the Council process your personal data?**

To comply with the legal obligations of the Council when producing a chaperone licence under Children and Young Persons Act 1663 The Children (Performances & Activities) (Wales) Regulations 2015

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

Health

**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?**

The Council shares your data with third parties if the chaperone is working for a production company chaperoning children, the Local Authority who is producing the licence for the child to perform will have to check that that the chaperone name listed is legitimate and will check with the Local Authority who has licenced the Chaperone.

**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. Last contact + 10 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:-

Vicky Cambridge – Senior Education Welfare Officer

[vicky.cambridge@torfaen.gov.uk](mailto:vicky.cambridge@torfaen.gov.uk)

## DOCUMENT CONTROL

<b>Title:</b>	<b>Chaperones/ Matrons Privacy Notice</b>		
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