

## **PN091- 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>	Early Years
<b>Contact Details:</b>	Jane Lolin / 07958297467
<b>Privacy Notice Name:</b>	Childcare Offer Small Project Capital Grant Funding

### **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.go.uk](mailto:dpa@torfaen.go.uk)**

#### **1) Have we sourced personal data, directly from you?**

Yes we collect your personal data directly from you and other organisations

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

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

This includes:

Financial information

Setting leader/manager name

Contact Details

Bank Details

Details of Funding applied for under the childcare offer

Number of Childcare places

CIW registration number

Quality Assurance

Name of Umbrella Organisation

Environmental Rating Scale details

CIW Inspection reports

ESTYN Inspection reports

**3) The Council may collect this information in one form**

Application form  
Childcare Offer Small Project Capital Grant

**We will store your data:**

In secure paper filing systems  
Until information is scanned onto the system

Data is also input onto a password protected database  
Childcare settings have individual folders which is also password protected

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

Necessary to meet the contractual obligations entered into by the person/citizen.

The Council needs to process data to be able to provide a service to meet you and your settings individual needs e.g. administering funding for Childcare Offer Small Project Capital Grant.

By collecting your data it enhances the ability of Torfaen County Borough Council to co-ordinate support and to provide a more seamless response to your needs and ensures that you benefit from the grant funding.

Your data is also used to report on the service provision to relevant stakeholders such as Torfaen County Borough and Welsh Government. In reporting on the service provision, individual data is anonymised.

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

Do we collect special categories of data?

No

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

The Council may share your data with relevant third parties internally and with other relevant professionals. This includes staff in the Education Service and Welsh Government.

The Council shares your data with third parties to report on the service. In this instance the data is anonymised.

**Is the Data transferred out of the EEA?**

No

**7) How does the Council protect data?**

The Council takes the security of your data seriously. The Council has internal policies in place to ensure the security of 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. The policies that ensure this are the Data Protection Policy, amongst others.

**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.

We will keep your information for 7 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 failing to provide data to the Council
- the existence of automated decision-making, including profiling and the consequences of this for you.

If you would like to exercise any of these rights, please contact:

Childcare Capital Grant Co-ordinator

[Jane.lolin@torfaen.gov.uk](mailto:Jane.lolin@torfaen.gov.uk)

07958297467

## DOCUMENT CONTROL

<b>Title:</b>	<b>Childcare Offer</b>		
<b>Document Owner:</b>	<b>Senior Information Risk Owner (SIRO)</b>		
<b>Document Author:</b>	<b>Jane Lolin</b>		
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