

## **PN050 - 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>	Children missing in education

### **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?

Information management system and referral form from the school

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

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

This includes.

Name of Pupil/s, Pupil UPN, Male/Female, DOB, national curriculum year, is the child looked after, is the child on the child protection register, Name of parents/primary carer, address, telephone number of parent/guardians, name of any siblings,

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

We collect this information from a Referral form

**We will store your data:**

Electronically

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

To be able to locate a child/ren missing from education as per the statutory guidance to help prevent children and young people from missing education - Welsh Government circular no: 002/2017

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

We do not collect any Special Category Data

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

The Council shares your data with third parties if their help is sought from other agencies such as Police, Social Care and other Local Authorities.

**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 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.

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. 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 not 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:-

Vicky Cambridge – Senior Education Welfare Officer

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

## DOCUMENT CONTROL

<b>Title:</b>	<b>TEMPLATE – Privacy Notice</b>		
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