

PN061 - TEMPLATE 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 Service
Work area:	Education Welfare Service
Contact Details:	Vicky Cambridge 01495 766965
Privacy Notice Name:	Children in Entertainment

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 using the licence application form via the person/company responsible for putting on the performance

2) What information does the Council collect about you?

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

This includes.

- Name,
- Address,
- DOB,
- Name and address of schools attended by the child during the twelve months preceding the date of this application or, if he has not attended school, copy of passport or birth certificate, photograph, a copy of the contract/draft contract or other documents containing particulars of the agreement regulating the child's appearance in the performance or regulating the activity for which the licence is requested,
- health declaration signed by the parent/guardian,

- sums that the child earns, particulars of each licence granted during the twelve months preceding the date of this application by any local authority other than the licensing authority to whom this application is made,
- Particulars of each application for a licence made during the twelve months preceding the date of this application and refused by any local authority other than the licensing authority to whom this application is made,
- Particulars of each performance for which a licence was not required in which the child took part during the twelve months preceding the date of this application, stating in each case, dates (if any) on which the child has been absent from school during the twelve months preceding the date of this application by reason of his taking part in a performance or activity, particulars of any other form of employment in which the child is employed during the twenty-eight days preceding the day of the first performance or first activity for which the licence is requested,

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

Application forms and Management Information System

We will store your data:

Electronically

4) Why does the Council process your personal data?

To comply with the legal obligations of the Council and to protect the vital interest of the data subject :

Children & Young Persons Act 1933 S.18

As amended by Children & Young Persons Act 1963, Education Act 1996

5) Special categories of personal data:

Health

We can process this category of data because:

In order to ensure that a child is fit to take part in a performance the local authority has discretion to require a child to be medically examined if they think this is necessary. In most cases a declaration of the child's health by the parent will be sufficient.

6) Who has access to your data?

Schools

The Council shares your data with third parties:

School if there is an issue with the child's attendance at school

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 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. 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:-

Vicky Cambridge – Senior Education Welfare Officer

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DOCUMENT CONTROL

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