

## **PN103 - 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>	Hayley Morgan – 01633 647346
<b>Privacy Notice Name:</b>	Coronavirus Childcare Assistance Scheme

### **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 your personal data, directly from you?**

Yes

#### **If no, how did we obtain your personal data?**

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

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

This includes

Data about children, parent(s)/carer(s) and childcare providers

Name

Address

Postcode

Date of Birth

Telephone Number

Email Address

Ethnicity

Language preference

The days and hours applied for the child under the Coronavirus - Childcare Assistance Scheme  
Any additional costs incurred  
CIW registration number  
Bank details  
Employment details  
Childcare usage prior to and during Coronavirus – paid and unpaid  
Number of hours worked  
Total annual salary  
Childcare provider details  
Additional Learning Need details

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

Application forms

**We will store your data:**

Password protected folder on TCBC secure drive

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

Article 6 (GDPR) Necessary to fulfil the tasks in the public interest or exercise of authority vested in the Council

Due to the Coronavirus pandemic the Council has to put in appropriate measures to ensure there is sufficient childcare, fund childcare places under the Coronavirus Childcare Assistance Scheme (formerly the Childcare Offer for Wales) and approve relaxation of the Care Inspectorate Wales (CIW), National Minimum Standards (NMS).

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

Ethnic Origin

**We can process this category of data because:**

Article 9 (GDPR) Reasons of public interest in the area of public health  
The data subject gave explicit consent

Application forms need to be completed to access C-CAS and CIW NMS relaxation

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

Education Senior Management Team, Early Years staff, Early Years ABS Hub

**The Council shares your data with third parties because**

This is a Welsh Government request due to the Coronavirus pandemic.

**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 i.e. until the Coronavirus Childcare Assistance Scheme is no longer required, and following advice from Central/Welsh Government.

**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:

Hayley Morgan, Torfaen Childcare Manager

Education Service

Torfaen County Borough Council

Phone: 01633 647346

Hayley.Morgan@torfaen.gov.uk

## DOCUMENT CONTROL

<b>Title:</b>	<b>PN103 – Privacy Notice</b>		
<b>Document Owner:</b>	<b>Senior Information Risk Owner (SIRO)</b>		
<b>Document Author:</b>			
<b>Reference:</b>	<b>PN103</b>	<b>Retention Period:</b>	<b>Until next review</b>
<b>Document Classification:</b>	Official	<b>Location:</b>	SWOOP
<b>Version / Status:</b>	Live	<b>Approved by:</b>	SIRO
<b>Current Issue Date:</b>	April 2018	<b>Next Review Date:</b>	April 2019

## REVISION HISTORY

<b>Issue Date</b>	<b>Version / Status</b>	<b>Reason for Change</b>	<b>Changed By:</b>
April 2020	1.0 Live	Form created to achieve GDPR Compliance	Sue Bullock
May 2020	1.1 Live	Additional detail added in to Section 2	Hayley Morgan