

PN045 -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
Work area:	Early years
Contact Details:	Hayley Morgan / 01633 648147
Privacy Notice Name:	Early Years Pupil Development Grant (EYPDG)

NOTE: The wording in this document reflects the requirements of the General Data Protection Regulation (GDPR), which will come into effect in the UK on 25 May 2018.

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

The Council collects and processes personal data relating to its citizens and is committed to being transparent about how it collects and uses that data, and to meeting its data protection obligations

1) Have we sourced your 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

Setting leader/manager name

Contact details

EYPDG claim forms

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

Application forms – e.g. EYPDG claim forms

We will store your data:

In secure paper filing systems

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 EYPDG.

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 range of services provided.

Your data is also used to report on the service provision to relevant stakeholders such as Torfaen County Borough Council, Education Achievement Service (EAS) 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

We can process this category of data because:

The data subject gave explicit consent.

Processing of the above special categories of special data is necessary to ensure that the service provided is tailored to meet individual needs as per Sustainability funding.

This data also enables us to report on aspects of the service provided. In reporting on the service, the data is anonymised.

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 EAS.

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 ensures this are the Data Protection Policy, amongst others.

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.

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 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:

Childcare Manager

hayley.morgan@torfaen.gov.uk

01633 648147

DOCUMENT CONTROL

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