

PN046 - 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:	Additional Learning Needs
Contact Details:	Donna Lewis
Privacy Notice Name:	ALN – Elected Home 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

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

Yes

2) What information does the Council collect about you?

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

This includes.

Name

Date of Birth

Current National Curriculum Year

National Curriculum Year when home education commenced

Age

Last School/education provision name

Date last on roll at a school/provision

Start date of home education

Reason for home educating (if provided)

Contact details
Additional Learning Needs status (when home education commenced, and current – if known)
Gender
First Language
Details of Local Authority contact/engagement with you
Information relevant to case
Communication with families
Date of return to school (if applicable)

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

Via a third party

If your child was on a school roll at a Torfaen school before becoming home educated the information is collected from the school information.

We will store your data:

In Secure pupils files on the council's education directory on the M drive or via the Capita ONE secure database

4) Why does the Council process your personal data?

To comply with the legal obligations of the Council

The education service has a duty to collect information on the numbers of pupils who are home educated living in the authority that parents have consented to us knowing and provide data on home education as subscribed by the Welsh Government statutory requirements.

5) Special categories of personal data:

Do we collect special categories of data? Yes

Ethnic Origin (if known)

We can process this category of data because:

Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes

For example in order to properly understand the cohort of Elective Home Education children in Wales, Data Cymru needs to process Ethnic Origin (of anonymised records)

6) Who has access to your data?

Your information may be shared internally with

Education Department staff

The Council shares your data with third parties because

Anonymised data is shared with Data Cymru using a secure transfer tool. This enables Data Cymru to produce aggregate statistics that will allow local authority Directors of Education and lead EHE officers, the WLGA and Welsh Government to better understand the Elective Home Education cohort, to inform discussion, and identify needs and issues locally and across the EHE community.

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. The ALN Service retain records for Home Educated Pupils in line with the council policy of the child's date of birth plus 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 Donna Lewis Senior ALN Manager donna.lewis@torfaen.gov.uk 01495 766974

DOCUMENT CONTROL

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REVISION HISTORY

Issue Date	Version / Status	Reason for Change	Changed By:
April 2018	1.0 Live	Form created to achieve GDPR Compliance	Sue Bullock
April 2019	1.1 Live	Amended to support the EHE data collection and analysis	Samantha Horton / Donna Lewis