

PN041 - 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 Psychology Service
Contact Details:	Alyson Costa, Lead Educational Psychologist
Privacy Notice Name:	Education Psychology Service

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

Initially data is provided by schools who then prioritise who The Service work with, based on level of pupil needs.

If the child is too young to be attending school (Early Years), initially information is shared by Paediatricians and other Health colleagues.

Personal data, may be also obtained from: Social Care; Health Boards; Families First; Other Local Authorities

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

Gender

Address

Ethnicity

Educational attainment

Medical needs

Social Care family circumstances (if applicable)

Early life history

Additional Learning Needs

Observation notes

Cognitive assessments

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

Computer based applications

Via a third party

We will store your data:

Electronically

4) Why does the Council process your personal data?

Necessary to fulfil the tasks in the public interest or exercise of authority vested in the Council

Consent is obtained from the parent/carer

Legally, The Service is required to carry out pieces of work to support Statutory Assessments in adherence to the SEN Code of Practice

The Service ensures that the vital interest of the subject are protected by working with schools/Early Years settings and parent/carers to ensure that support is provided and appropriate

5) Special categories of personal data:

Race
Ethnic Origin
Health
Sexual Orientation (if appropriate)

We can process this category of data because:

The parent/carer gives explicit consent.

The Service protects the vital interest of the data subject, which may include information provided detailed in the Special Category above

6) Who has access to your data?

Your information may be shared internally with:

ALN Link Officers, ASD Support Officer (if applicable), Admissions (if applicable), Social Care, Families First, Early Years, Legal Services (if applicable)

The Council shares your data with third parties with

Parent/Carer

School/Early Years Settings – in order for actions to be implemented
Health Board – to inform their assessment

Other Local Authorities – if a child is moving area, or resides in another Authority but attends a Torfaen school in order for them to meet their own obligations

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. Pupil files are retained for 35 years from date of closure.

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 Alyson Costa, Lead Educational Psychologist, T.C.B.C., Civic Centre, Pontypool, NP4 6YB.

DOCUMENT CONTROL

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