

PN034 - 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:	School Admissions
Contact Details:	01495 766915
Privacy Notice Name:	School Admissions and Transfers

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
- Address
- Telephone contact details
- Childs name
- Medical
- LAC
- School attending
- ALN
- Sibling details
- Domestic Violence

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

Application forms
Computerised

We will store your data:

In secure paper filing systems plus electronically

4) Why does the Council process your personal data?

To comply with the legal obligations of the Council

5) Special categories of personal data:

Ethnic Origin

We can process this category of data because:

The data subject gave explicit consent

6) Who has access to your data?

Your information may be shared internally with:

- Schools
- Social Care and other Council Departments

The Council shares your data with:

- Police
- 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, 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 Kathryn Worwood, Torfaen Admissions, 01495 766915, kath.worwood@torfaen.gov.uk

DOCUMENT CONTROL

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