

PN094 - 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 Service
Work area:	Education Welfare Service
Contact Details:	Vicky Cambridge 01495 766965
Privacy Notice Name:	School attendance

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?

Information management systems and information shared by other agencies and permission sought from the parents to write to other agencies and request information.

2) What information does the Council collect about you?

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

Name, Address, DOB, name of Doctor's Surgery, name and contact details of parents/guardians, education information, LAC status, school attendance details, medical information from the doctor and or school health nurse. Attendance data, information regarding child protection, meeting notes, telephone conversation notes, e-mails containing personal information from other agencies both internal and external, ALN.

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

Application forms and Management Information System

We will store your data:

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:

Health

We can process this category of data because:

The data subject gave explicit consent

6) Who has access to your data?

Key Workers, Educational Psychologists.

The Council shares your data with third parties if there is an issue with the child's attendance at school or there are child protection or health concerns who are:-

Education Providers, Social Care, Police, Youth Offending Service, Families First, medical professionals, SNAP Cymru, legal services, other local authorities, housing associations, youth service, play service, CAMHS, primary mental health team.

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. Date of birth + 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:-

Vicky Cambridge – Senior Education Welfare Officer

vicky.cambridge@torfaen.gov.uk

DOCUMENT CONTROL

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