

PN036 - 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:	Sensory and Communication Support Service
Contact Details:	Roger Thurlbeck Tel: 01633 648888
Privacy Notice Name:	Sensory and Communication Support 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.go.uk

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

Yes and from external partner agencies.

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
- Relationships information
- Contact details
- Education information
- Health information
- Other agencies Involved
- Additional Learning Needs

- Case notes
- NHS number

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

Via a third party

- Referral form
- Education, Health and Social Care Reports

We will store your data:

- In secure paper filing systems
- Secure electronic filing systems

4) Why does the Council process your personal data?

Consent

To provide additional advice and support for individual children and young people.

5) Special categories of personal data:

Health

We can process this category of data because:

The data subject gave explicit consent

Children with sensory impairment visit hospital specialists and their assessments and diagnoses may be shared with the service to inform intervention by the service.

6) Who has access to your data?

Your information may be shared internally with (please list)

- Relevant SenCom Staff
- Local Authority Education Service
- Local Authority Social Service

The Council shares your data with third parties because (please explain

.....

- Schools and Early Years Settings – To provide advice, recommendations and reports.
- Education Achievement Service – Attainment and Achievement Data
- Careers Wales – To support transition to adult life/further and higher education.
- Third Sector Organisations – We signpost to other support services.
- Health Boards – To support ongoing assessment of individual needs.
- Non-Maintained Schools – To provide reports.
- Maintained schools within other Local Authorities – To provide advice, recommendations and reports.
- Further and Higher Education Providers - To provide advice, recommendations and reports.

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.

Records will be kept for 35 years from closure of the case.

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 Head of Sensory and Communication Support Service, Roger Thurlbeck, roger.thurlbeck@torfaen.gov.uk

DOCUMENT CONTROL

Title:	TEMPLATE – Privacy Notice		
Document Owner:	Senior Information Risk Owner (SIRO)		
Document Author:			
Reference:	PN036	Retention Period:	Until next review
Document Classification:	Official	Location:	SWOOP
Version / Status:	Live	Approved by:	SIRO
Current Issue Date:	April 2018	Next Review Date:	June 2020

REVISION HISTORY

Issue Date	Version / Status	Reason for Change	Changed By:
April 2018	1.0 Live	Form created to achieve GDPR Compliance	Sue Bullock