

TCBC Service Area:	Neighbourhoods, Planning and Public Protection
Work area:	Catering and Cleaning
Contact Details:	Tracey James
Privacy Notice Name:	Breakfast Clubs and Extended Services

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 Childs name and class, parent/guardian name and contact information

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

Via an application form

We will store your data:

In secure paper filing systems or electronically in a spreadsheet

4) Why does the Council process your personal data?

Consent

In case of an accident or incident to contact responsible person

5) Special categories of personal data:

No

6) Who has access to your data?

Your information may be shared internally with School Catering Staff and Torfaen Play Service

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 until the child leaves the school – information is then securely destroyed

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 Torfaen Schools Catering catering.enquiries@torfaen.gov.uk



DOCUMENT CONTROL

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REVISION HISTORY

Issue Date	Version / Status	Reason for Change	Changed By:
January 2020	1.0 Live	Created to achieve GDPR Compliance	Kevin Davies