

PN074-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:	Neighbourhood Services Planning and Public Protection
Work area:	Skills and Employability
Contact Details:	Lindsey Maloney
Privacy Notice Name:	Youth Engagement and Progression

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. We receive data from third parties such as Careers Wales and schools.

2) What information does the Council collect about you?

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

Personal Identifiers such as your name and date of birth

Contact Details including your address and phone number

Equal Opportunity data such as your gender.

Previous School, college or training provider attended

Risk factors recorded by the school that could mean you may need support to remain engaged in education or could need support with transition into a further education, employment or training when leaving compulsory education. These risk factors include attendance rates, exclusion records and attainment levels. We also capture information on whether you are/have:

- a looked after child,
- eligible for Free School meals,
- a young Carer,
- English as your first language,

- are from the gypsy, traveller community,
- have experienced a school transfer,
- categorised as having special educational needs

We also hold information about support you have received from youth support and statutory agencies such as the Torfaen Youth Service, Youth Offending Service, Social Services and Careers Wales.

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

Via a third party

We will store your data:

On an electronic database system.

4) Why does the Council process your personal data?

We need to process this personal data to fulfil a task in the public interest in our capacity as a public body.

This data is used to identify young people aged 11-18 that may be at risk of disengaging from education employment or training so that appropriate levels of support can be put in place to help young people remain engaged and transition successfully into further education, employment and training upon leaving school.

Special categories of personal data:

We collect some data that is classed as special category. This data could include your membership of a minority group (gypsy, traveller community or your first language) or your health, disabilities or other conditions that impact your needs in successfully remaining within school, moving to college or getting a job.

We can process this category of data because:

It is necessary to fulfil the obligations of the controller and data subject
We would be unable to effectively identify and support young people at risk without this data.

5) Who has access to your data?

We will share the minimum necessary data with a number of organisations and these agencies have been categorised below:

Statutory agencies:

Torfaen Young People Support Service & Youth Offending Service

Youth Support Services:

Bron Afon Community Housing; Melin Homes; Llamau; Gofal Cymru; Cyfle Cymru & Volunteering Matters

Training and Education Establishments:

Coleg Gwent; Torfaen Training; Rathbone; Itec Training; Sgiliau; Military Preparation Training College & Cwmbran Centre for Young People

Secondary Schools in Torfaen

We also share data with Careers Wales and Youth Support Services within Torfaen Council.

We share this data so that you can receive the best support that is available from a variety of providers.

Is the Data transferred out of the EEA?

No

6) 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.

7) 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.

Destination data will be held for 6 months after a pupil has left the Torfaen Education system, the record will then be destroyed.

Additional information to identify pupils at risk within the Education system will be anonymised prior to a pupil's 19th birthday.

Information on young people that are not engaging in any form of provision or are not known to be engaging in any form of education employment or training will be anonymised prior to the young person's 19th birthday.

8) 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)
- to be informed of the potential consequences of if you fail to provide data to the Council
- to be informed of the existence of any automated decision-making, including profiling and the consequences of this for you.

If you would like to exercise any of these rights, please contact Neighbourhood Services Planning and Public Protection, Lindsey Maloney, lindsey.maloney@torfaen.gov.uk.

DOCUMENT CONTROL

Title:	PN074 -Youth Engagement and Progression		
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REVISION HISTORY

Issue Date	Version / Status	Reason for Change	Changed By:
April 2018	1.0 Live	Form created to achieve GDPR Compliance	Sue Bullock
June 2019	2.0 Live	Review- amendment	Lindsey Maloney