



IGFM005Children & Young People's

Participation – Privacy Notice (V 1.0 Live)

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**CHILDREN & YOUNG PEOPLE'S PARTICIPATION IGFM005-TEMPLATE-  
PRIVACY NOTICE**

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The wording in this document reflects the requirements of the General Data Protection Regulation (GDPR) effective from the 25th May 2018.

<b>TCBC Service Area:</b>	Public Services Support Unit
<b>Work area:</b>	Children & Young People's Participation
<b>Contact Details:</b>	01495 766105 / 07980 682699
<b>Privacy Notice Name:</b>	Rhiannon Bennett

**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](mailto:dpa@torfaen.gov.uk)

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

In some cases yes, in others no. When we haven't, the information has been collected from another service that you are involved with (e.g. School, Youth Service).

**If no, how did we obtain your personal data?**

We have collected it from you verbally or using a consent or referral form. In some instances we will have collected it in more than one of those ways if you have been on a number of different activities with us.  
When we have collected it from another service that knows you we have had this on a referral form.

**2) What information does the Council collect about you?**

The Council collects and processes a range of information about you, this includes,  
Your name

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Your address  
Your date of birth  
Your ethnicity  
If you speak Welsh fluently  
Emergency contact details

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

Whether we collect your information directly from you or from another service that knows you we will use your data to:

- ~~Report back to partners about the type of activities we have been doing and who has engaged in them (E.g. letting the Children's Commissioner know about a project we've run to raise awareness of children's rights)~~
- Contact you about future activities that we have running
- Ensure your personal safety
- Provide you with access to other services that will help you

**We will store your data:**

- On our information data base that only PSSU staff and IT support staff can see.
- On our paper based consent and referral forms that once used for their intended purpose will be scanned onto the Torfaen County Borough Council drive and saved in a password protected folder. The original copies will be securely destroyed.

**4) Why does the Council process your personal data?**

- We use your personal data to make sure that you are safe and secure when accessing provisions linked to Children and Young People's Participation. *An example of this would be using your phone number to contact your home address if you have hurt yourself while taking part in an activity.*
- We use your data to report back to our partners that have either funded our activities or referred you into our activities to let them know how you are getting on.

*An example of this would be to allow an accreditation body to assess a qualification you have taken part in. For funding purposes data will be anonymised ~~let a funder know that you have attended Youth Forum meetings and achieved a qualification.~~*

**5) Special categories of personal data:**

- We will ask you for the information about your health to help us keep you safe when you are attending activities we run.

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- We will ask you for the following information but you do not need to give it to us and this will not result in any adverse effects on you engaging with participation activities:
  - Ethnicity
  - Nationality
  - Religious belief
  - [Sexual orientation](#)
  -

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**We can process this category of data because:**

~~This allows us to carry out legitimate activities such as~~ ~~if you have any~~ health related issues that could put you at risk during activities we can put measures in place to mitigate these issues.

*An example of this is if you have a disability that would affect your ability to ride a standard bicycle on one of our activities we can make modifications to the bicycle so you could still take part.*

[We keep a record of items in the 'Special category' for equality purposes. any sharing of this data will be anonymised](#)

**6) Who has access to your data?**

The data you give us will be accessed by Public Services Support Unit staff and by Safeguarding members of staff within Torfaen County Borough Council Education department.

The Public Services Support Unit may share your data with Welsh Government, Voluntary and Statutory sector organisations related to you.

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.

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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.

*For example, if you take part in one of our trips at the age of 11 years old we will keep your consent form and trip details until you are 21 in accordance with legal guidance*

**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 Rhiannon Bennett 07980 682699 [rhiannon.bennett@torfaen.gov.uk](mailto:rhiannon.bennett@torfaen.gov.uk) or Andy Wilson 07980 682694 [andy.wilson@torfaen.gov.uk](mailto:andy.wilson@torfaen.gov.uk)

## DOCUMENT CONTROL

<b>Title:</b>	<u>Children &amp; Young People's Participation - Privacy Notice</u>		
<b>Document Owner:</b>	Senior Information Risk Owner (SIRO)		
<b>Document Author:</b>			
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<b>Current Issue Date:</b>	<del>April-May</del> 2018	<b>Next Review Date:</b>	<del>April-May</del> 2019

## REVISION HISTORY

Issue Date	Version / Status	Reason for Change	Changed By:
April 2018	1.0 Live	Form created to achieve GDPR Compliance	Sue Bullock
<del>April-May</del> 24 <sup>th</sup> 2018	1. <del>2</del> Live	Form completed to address C&YP Participation	Rhiannon Bennett