

**IGFM005-TEMPLATE PRIVACY NOTICE**

The wording in this document reflects the requirements of the General Data Protection Regulation (GDPR), which will come into effect in the UK on 25 May 2018.

<b>TCBC Service Area:</b>	Education
<b>Work area:</b>	Early Years
<b>Contact Details:</b>	Emma Treadgold
<b>Privacy Notice Name:</b>	Flying Start

**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)**

The Council collects and processes personal data relating its citizens and is committed to being transparent about how it collects and uses that data, and to meeting its data protection obligations.

We source your personal data directly from you.

**What information does the Council collect?**

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

- Child name
- Child date of birth
- Child address
- Gender
- Contact details
- Parents/Carers/Guardians name
- Parents/Carers/Guardians address
- Parents/Carers/Guardians DOB

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

- Flying Start Registration forms
- Childcare FS1 application forms
- Parenting referral forms
- Early Language Development referral forms

- Childcare Foundation Phase Profiles
- WellComm Assessments

**We will store this data:**

- Paper filing system
- Flying Start Database

**Why does is the Council process your personal data?**

The Council needs to process data to be able to provide a service to meet you and your family's individual needs e.g. administering funding for the free entitlement of childcare.

By collecting your data it enhances the ability of Torfaen County Borough Council to co-ordinate assessment and support across agencies to provide a more seamless response to your needs and ensures that you benefit from the range of interventions and services provided.

Your data is also used to report on the service provision to relevant stakeholders such as Torfaen County Borough Council, Aneurin Bevan University Health Board and Welsh Government. In reporting on the service provision, individual data is anonymised.

**Special categories of personal data:**

Disability and health information on you and your child as relevant to the service

Ethnicity

Developmental assessments on your child

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

You have given explicit consent and it is necessary to fulfil the obligations of the controller and data subject.

Processing of the above special categories of special data is necessary to ensure that the service provided is tailored to meet individual needs and support can be put in place if relevant.

This data also enables us to report on aspects of the service provided. In reporting on the service, the data is anonymised.

**Who has access to data?**

Your information may be shared internally with relevant Flying Start staff. This includes staff in Early Years Education Service, Schools, Aneurin Bevan Health Board and Flying Start Childcare Settings.

The Council shares your data with third parties to report on the service. In this instance the data is anonymised.

### **How does the Council protect data?**

The Council takes the security of your data seriously. The Council has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. The policies that ensure this are the Data Protection Policy amongst others.

Where the Council engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate measures to ensure the security of data.

### **For how long does the Council keep data?**

The Council will hold your personal data for only the period that is necessary and will follow organisational and Local Authority standards in this area.

We will keep your information for 7 years unless your information has been passed under a statutory duty in which case the information is kept for 25 years.

### **Your rights**

You have a number of rights. You can:

- access and obtain a copy of your data on request
- require the Council to change incorrect or incomplete data
- 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
- 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:

Early Years ABS Hub

[earlyyearsABSHub2@torfaen.gov.uk](mailto:earlyyearsABSHub2@torfaen.gov.uk)

01495 742101