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Service Area: Education
Work Area: Early Years
Contact Details: Tel: 02920 760763
Email: Flyingstart@caerphilly.gov.uk
Privacy Notice Name: Early Years Programme – Antenatal to 7 years old
Description of Privacy Notice: This privacy notice will explain how we will use the information you provide when you register for the Early Years Programme.

How we will use your information

Purpose and legal basis for using your information

Purpose of processing

When a parent registers for the Early Years programme, the information will be stored on a secure database and used to offer relevant services for the parent and the child / children at the relevant age / stage of development. The services offered can include health visiting groups / home packages, parenting programmes and home-based family support, speech and language support, as well as a possible funded childcare place depending on the needs of the child and funding criteria.

Once your child is part of the Early Years programme, relevant information necessary to the administration of the programme may be collected such as; attendance, childcare arrangements and assessments in respect of the child.

Relevant information will be shared between the programme delivery partners, including ABUHB, CCBC, childcare settings, contracted organisations, and relevant schools, needed to support the parent / child in the services they have taken up.

If it is believed at any stage of the process that a child may be at risk the All Wales Safeguarding Procedures will be followed, which may result in a formal investigation and assessment. This may involve several agencies such as the police, health or education having access to your information.

Legal basis for processing

Service user agreement is required for them to enter into the Early Years programme. However the legal basis for processing service user information is public task as outlined below:

In order for the processing of personal data to be lawful under the General Data Protection Regulations 2016, a valid condition from Article 6 of the Regulations must be identified, which is outlined below:

- 1e. processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

Data Protection legislation provides extra protection for 'special category personal data'. If any data falls within these categories additional conditions for processing must be identified.

Data Protection Act 2018 – Schedule 1 – Part 2

- 6 (1) This condition is met if the processing—
 - (a) is necessary for a purpose listed in sub-paragraph (2), and
 - (b) is necessary for reasons of substantial public interest.
- (2) Those purposes are—
 - (a) the exercise of a function conferred on a person by an enactment or rule of law;
 - (b) the exercise of a function of the Crown, a Minister of the Crown or a government department.

The function conferred on a person (CCBC) by an enactment or rule of law relevant to the above conditions is set out in the:

Well-Being of Future Generations (Wales) Act 2015, which sets seven well-being goals to show the kind of Wales we want to see and places a legal obligation on public authorities to work to achieve these goals which includes:

- A prosperous Wales
- A healthier Wales
- A more equal Wales

The Social Services and Well-being (Wales) Act 2014, which places a well-being duty on those subject to the Act to promote the well-being of –

- (a) people who need care, and
- (b) carers who need support

Who will have access to your information

Identity of Data Controller and Data Protection Officer

The Data Controller for your information is Caerphilly County Borough Council. The Data Protection Officer is:

Ms Joanne Jones
Corporate Information Governance Manager / Data Protection Officer
Email: dataprotection@caerphilly.gov.uk
Tel: 01443 864322

Other Data Controllers may also be responsible for your information, depending on the specific circumstances. Please contact the Service Area for further information.

Details of main users of your information

The main user of your information is Early Years. However due to the nature of the programme your information may be shared with others service areas within Caerphilly County Borough Council and other organisations.

Details of any sharing of your information within Caerphilly county borough council

Registration details will be shared within the Early Years team to ensure families are offered the full Early Years programme which may include:

- Administration team for sending out service invites at the relevant age / stage
- Childcare settings to invite families to sign up for childcare, depending on need
- Speech and Language team to support speech and language plans and transition to school
- Family Support team to offer group or home based support

Information may be shared with Council Tax department to confirm address is in the Early Years area.

All information received is entered on the Education database and will be shared as relevant with other teams in Education including admissions, ALN officers, Education Psychology to support a child's transition into Foundation Phase / primary school.

Information may be shared with Families First delivery partners if necessary.

Details of any sharing of your information with other organisations

Registration details may be shared with delivery partners to ensure families are offered relevant Early Years services, including:

- Aneurin Bevan University Health Board – midwifery, health visiting, health outreach team, speech and language therapist to support public health messages and interventions
- Gwent Association of Voluntary Organisations play team and Homestart play team for delivery of speech and language groups
- Parent Network to invite parents to local parent forum
- Early Years relevant registered Childcare providers to invite families to sign up for childcare
- Schools to support the child's transition to nursery and/or school

Your anonymised information may be shared with Welsh Government / Sail Databank (working on behalf of Welsh Government) in order to produce anonymised statistical information for the purposes of improving health, well-being and services within Wales. Further information on this project is available via their website:

www.saildatabank.com/faq/

If it is believed at any stage of the process that a child may be at risk the All Wales Child Protection Procedures will be followed, which may result in a formal investigation and assessment. This may involve several agencies such as the police, health or education having access to your information.

Details of any external data processors

- Aneurin Bevan University Health Board
- Gwent Association of Voluntary Organisations
- Homestart
- Parent Network
- Relevant registered Childcare providers

How long will we retain your information

Details of retention period

How long Caerphilly County Borough Council retains information is determined through statutory requirements or best practice. The information we hold forms part of the child's Education Record and will be retained until the child's 25th birthday.

We will keep all your information secure, whether held electronically or paper copies. Your information will only be kept for a specific period of time, after which it will be securely destroyed according to the Council's Record Retention & Disposal Policy.

Your Rights (Inc Complaints Procedure)

Your rights under the Data Protection

Data Protection gives data subjects (those who the information is about) a number of rights:

- The right of subject access – Application forms for this process are available on our website: [SAR Form](#)
- The right to be informed
- The right of rectification
- The right to erasure
- The right to restrict processing
- The right to object
- The right to data portability
- Rights in relation to automated decision making and profiling.

Further information on your rights is available from: www.ico.org.uk.

To enact your rights please contact the service area detailed on the top of this form.

Complaints Procedure

If you are unhappy with the way that Caerphilly County Borough Council has handled your request / information, you have the right of complaint. Please contact the Service Area detailed at the top of this document outlining your issues.

If you remain unhappy you also have a right of complaint to the Information Commissioner's Office. Please follow this link for further information on the complaints process.

www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information/Questions-and-complaints

Summary Privacy Notice

How we will use your information

The early years programme will use your information to offer relevant parent/child services based on your needs. Information will be shared with relevant delivery partners. Our legal basis for processing is public task, the information we hold forms part of the child's Education Record and will be retained until the child's 25th birthday.

You have a number of rights in relation to the information including the right of access to information we hold about you and the right of complaint if you are unhappy with the way your information is being processed.

For further information on how we process your information and your rights please click the following link:

www.caerphilly.gov.uk/CaerphillyDocs/FOI/PrivacyNotices/FlyingStart.aspx