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Service Area: Corporate Finance
Work Area: Education & Lifelong Learning Finance
Contact Details: 01443 864864
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Privacy Notice Name: Pupil Development Grant (PDG) - Access
Description of Privacy Notice: This Privacy Notice will explain how Caerphilly County Borough Council will use parent / guardian / applicant's information and pupil's information should an application for a Pupil Development Grant (PDG) – Access, be made to us.

How we will use your information

Source and type of information being processed

Categories of personal data obtained

Caerphilly County Borough Council has obtained the following categories of your personal data:

Parent / Guardian / Applicant:	Pupil:
Name	Name
Address and Contact Details	Address
Bank Details	School Attended and Year
What the grant will be spend on, including receipts / evidence of cost if required	Whether you are a Looked after Child (LAC)
	Eligibility for free school meals

Source of the personal data

All information is provided by the Parent / Guardian / Applicant. Eligibility for free school meals is verified from information provided by Caerphilly County Borough Council's Free School Meal Service.

<https://www.caerphilly.gov.uk/CaerphillyDocs/FOI/PrivacyNotices/Free-school-meals.aspx>

Purpose and legal basis for using your information

Purpose of processing

We will process your information in order to administer your application for a Pupil Development Grant (PDG) – Access.

Legal basis for processing

There is a public task obligation to process your information detailed below:

Caerphilly County Borough Council is administering these grants under funding provided by Welsh Government, under Sections 14-17 of the Education Act 2002.

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:

- 1(e) 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;

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

Details of main users of your information

Pupil Development Grant (PDG) – Access, will be administered by Education & Lifelong Learning Finance.

Details of any sharing of your information within Caerphilly County Borough Council

Parent / Guardian / Applicant details (name, address, contact details, bank details, grant amount and type of grant) will be entered into our finance system and may be accessed by other Caerphilly County Borough Council officers, authorised to have access to this system.

Caerphilly County Borough Council has a duty to detect and prevent fraud in order to protect public funds, therefore grant information may be accessed by Internal / External Audit for this purpose.

Details of any sharing of your information with other organisations

We will not share your information with other organisations unless there is a legal basis for doing so.

As a condition of the Wales Government funding for these grants, we must;

- Allow access / share your information with Welsh Government, Wales Audit Office or European Commission, if required, for audit purposes.
- Participate in any fraud prevention initiatives as required by Welsh Government, which may involve sharing your information with other organisations for the purposes of the detection and prevention of fraud.

Under paragraph 17 of Schedule 8 the Government of Wales Act 2006 the Auditor General for Wales has extensive rights of access to documents and information relating to monies provided by the Welsh Government.

Requests for information

All recorded information held by Caerphilly County Borough Council may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and Data Protection legislation.

If the information you provide is subject to such a request, where possible Caerphilly County Borough Council will consult with you on its release. If you object to the release of your information we will withhold your information if the relevant legislation allows.

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.

We will retain all information in relation to this application for 7 years.

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

We will process the information you provide for the purposes of administering the Pupil Development Grant (PDG) – Access, and the legal basis for doing so is public task. Your information may be shared with others for the detection and prevention of fraud and audit purposes. We will retain your information for 7 years.

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:

[{Hyperlink to Full Privacy Notice on our website}](#)