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Service Area: Education
Work Area: Youth Service
Contact Details: 01443 863197
oneilp@caerphilly.gov.uk
Privacy Notice Name: Youth Service Registration Form, EV Parent / Carer Consent for Education Visits (includes: Junior Forum Representative Consent Form) and Photographic Consent Form.
Description of Privacy Notice: This privacy notice will explain how Caerphilly County Borough Council Youth Service will use the personal information you provide when completing the registration and consent forms.

How we will use your information

Purpose and legal basis for using your information

Purpose of processing

Youth Service Registration Form

Caerphilly County Borough Council will use the information you provide on the Youth Service Registration Form for the purposes of enrolment and administering the service.

Contact details may be used to contact a young person about youth service activity or a parent/guardian or named person in an emergency situation or for other stated reasons if you have not opted out of these communications.

We will also collect information on individual attendance, and certificates and qualifications achieved. This helps the youth service report on how many young people access the service and how many young people receive certificates.

EV Parent / Carer Consent for Educational Visits

We ask for permission to be given for young people to attend youth service activities that are off site (i.e. not in a youth club or centre) which may involve being transported by staff.

A hard copy of this information is carried with the Senior Youth Worker and Contact Manager during the trip and then shredded after the trip has finished. A copy of this information is also stored securely on a system to ensure that all health and safety processes have been followed and the correct permissions and safety measures are in place for an activity or trip to go ahead.

Consent for Photographs etc.

If you consent for photographs / audio / video of your child to be used in publicity material produced by Caerphilly County Borough Council then any photographs / audio / video taken may be used for that purpose.

The Youth Service sometimes takes photographs of sessions or events that demonstrate youth work provision. For example, young people taking part in a youth work session at a club or project, young people learning a new skill, young people achieving certificates at a celebration event, young people at a meeting with decision makers etc.

These photographs can be used:

- as evidence of delivering youth work for quality monitoring purposes by youth service staff
- for presentations of the work of the service to senior Local Authority managers and elected members,
- for displays in youth clubs,
- for publicity and promotion of the youth service, such as leaflets, posters, press releases, the website or the youth services social media such as facebook or twitter.

Some projects also make audio or video clips to be used to promote the work completed, for example the Junior & Youth Forum often make digital stories that are shared with the forum, with elected members and officers of the Council. Other projects or clubs may make recordings to demonstrate/celebrate their achievements or explain what the service does.

Legal basis for processing

If it is believed that a child or young person may be at risk from harm, the All Wales Child Protection Procedures will be followed, which will result in a referral of information to Childrens Services which may result in an investigation and assessment. This may involve several agencies such as the police, health or education.

Similarly, if it is believed that a child or young person may be engaging in or at risk from anti-social behaviour or crime-related activity, information may be shared with partners in the Local Authority, partners external to the Local Authority and Police.

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:

Youth Service Registration Form & EV Parent / Carer Consent for Educational Visits

1f. processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

Consent for the use of photographs etc

1a. the data subject has given consent to the processing of his or her personal data for one or more specific purposes;

You have the right to withdraw consent to the processing of this information. To withdraw consent please contact the service area whose details are contained on the top of this document.

If you withdraw consent we will no longer use photographs / videos of your child in any new publicity material produced by Caerphilly County Borough Council. However we may be unable to withdraw publicity material already produced / in circulation.

Data Protection legislation provides extra protection for certain classes of information called 'special personal data'. If any information falls within the definition of special personal data then an additional condition from Article 9 of the Regulations must be identified, as outlined below:

Equalities information (Youth Service Registration Form)

- 8 (1) This condition is met if the processing—
- (a) is of a specified category of personal data, and
 - (b) is necessary for the purposes of identifying or keeping under review the existence or absence of equality of opportunity or treatment between groups of people specified in relation to that category with a view to enabling such equality to be promoted or maintained.

Medical Information (EV4a Parent / Carer Consent for Education Visits)

- 18 (1) This condition is met if—
- (a) the processing is necessary for the purposes of—
 - (i) protecting an individual from neglect or physical, mental or emotional harm, or
 - (ii) protecting the physical, mental or emotional well-being of an individual,
 - (b) the individual is—
 - (i) aged under 18, or
 - (ii) aged 18 or over and at risk,
 - (c) the processing is carried out without the consent of the data subject for one of the reasons listed in sub-paragraph (2), and
 - (d) the processing is necessary for reasons of substantial public interest.

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

The main users of your information will be the Youth Service provision being used (i.e. a youth club or youth project) and the central Youth Services team.

Access to your information will be controlled, allowing relevant managers and Data Officers based in the Youth Service and Education Department access to the information that they need to see, when they need it, to support the safe delivery of youth and education services to young people in Caerphilly.

If young people complete an accredited learning programme, it will be necessary to share information from the registration forms with the awarding body, e.g. WJEC, Agored Cymru, The Princes Trust etc. This will be accompanied by workbooks, hours and dates engaged and video, audio and photographic evidence of work.

Information from activity consent forms will also be accessed by the Local Authority's Strategic Advisor for Outdoor Education who is employed by the Central South Consortium Joint Education Service and oversees the offsite activity for Caerphilly County Borough Council. The information approved by this Advisor is stored on a system (EVOLVE) provided by eduFOCUS Ltd.

If you have consented to us using photographic / audio / video, the Communications Unit of the Council also may have access to these for press releases, twitter feeds and so on.

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.

Youth Service Registration forms will be kept for up to one year. When a new registration form is completed the old registration form is safely shredded.

Registers of attendance are securely held for 15 years, after which they are deleted.

EV Parent / Carer Consent for Education Visit forms are currently retained indefinitely

Photographic consent forms will be stored securely for up to 5 years, as well as photographs and audio/video recordings.

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