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Service Area:	Education and Lifelong Learning
Work Area:	Education Welfare Service
Contact Details:	01443 866602 leiadmin@caerphilly.gov.uk
Privacy Notice Name:	Education Welfare Service (EWS) – Child Performance and activities licences, including Chaperone licences and work permits.
Description of Privacy Notice:	This privacy notice will explain how Caerphilly County Borough Council (CCBC) will use the information provided in applications for: 1) child performances licences; 2) licenced chaperones; 3) Work permits, and from information you provided to us.

How we will use your information

Source and type of information being processed

Applications received by the Local Authority (LA), for a child performance or activity licence or permit request for paid work. It also extends to applications for approval to become a Chaperone to children who have been granted a licence, permitting them to participate in a performance or other activity.

This information is recorded together with additional information would be processed by the Education Welfare Service (EWS) which is the department within Caerphilly County Borough Council (CCBC) who holds the statutory responsibility for child employment.

Purpose and legal basis for using your information

Purpose of processing

The information received will be recorded on our systems and may be processed for the following purposes:

1. To assess applications that relate to child performance or other activity licences and requests for permits that relate to paid work, to ensure that the criteria and regulations are met.
2. To assess applications for approval as Chaperone's meet the requirements of the role, in order to safeguard and promote the welfare of children, which enables them to participate in child performance or activities.

3. Record the details for sharing with production or film companies to support local productions
4. Records the details for sharing with employers.

Further information on how your information will be used under this process is available [here](#).

LA's in Wales have a legal obligation to carry out this function under The Children (Performance and Activities) (Wales) Regulations 2015; the Children and Young Persons Act 1933 and the Children and Young Persons Act 1963

5. If it is believed that during the period of care provided by an approved Chaperone or undertaking paid work, a child has been, or may be at risk of significant harm, 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 children's services, police or health. This process will be explained further to you if relevant.

LA's have a legal obligation to carry out this function under The Children Act 1989.

Legal basis for processing

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:

Where the processing is carried out due to a legal obligation placed on CCBC, the required Article 6 condition will be:

- 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 certain classes of information called 'special category personal data'. If any information falls within the definition of special category personal data then an additional condition from Article 9 of the Regulations must be identified, as outlined below:

Where the processing is carried out due to a legal obligation placed on CCBC, the required Article 9 condition will be:

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.

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 will be CCBC's Education Welfare Service.

Access to your information will be controlled, allowing practitioners from the Education Welfare Service, access the information they need to prepare licences permitting children and young people participate in performance, other activity or paid employment. Records will be centrally stored on our records data base and shared with the holder of the licence or work permit, along with the parent of the child and local authority where the performance, activity or other employment is taking place.

Records will only be shared with other support services if we have consent to do so, or enquiries are being made under the All Wales Child Protection Procedures.

Other organisations may have access to your information as indicated in the Purpose of processing section.

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.

Educational records are retained until the child in question reaches his 25th birthday as recommended by The Pupil Information (Wales) Regulations 2011.

Records that relate to Chaperones licenced through CCBC, will be retained for a period of three years, unless a renewal application extends this period. However, as Chaperones are named on applications that relate to child performance or activity licences, this information will be held in line with CCBCs educational records retention period, on our pupil records system.

Your Rights (Inc Complaints Procedure)

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

There is a legal obligation to apply to the LA for licenses which will enable children and young people participate in child performance or other activities or permit them to take part in other paid work. This relates to pupils who are of statutory school age. Approval to issue these licenses and permits will be obtained from the child or young person's parent or carer, or in the case of a child looked after by Caerphilly LA, Children Services department.

A Chaperone application specifically relates to licensed child performance or activities and we have an obligation to undertake this work for applicants that live within the borough of Caerphilly.

This information, together with any additional information received from relevant parties, would be processed by the Education Welfare Service (EWS) which is the department within Caerphilly County Borough Council (CCBC) who holds the statutory responsibility for child employment activities, school attendance and welfare.

Information will be retained until the child in question reaches his 25th birthday and may be shared with others.

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}](#)