

# Merthyr Tydfil County Borough Council

## PRIVACY NOTICE

### EDUCATION PSYCHOLOGY - ACCESS AND INCLUSION SERVICE

This notice has been written in accordance with the General Data Protection Regulations and relevant legislation.

#### Information Governance Team

**Lisa Richards** - Data Protection Officer

**Sam Bishop** - Data Disclosure and Records Officer

**Rebecca Walsh** - Data Disclosure and Records Officer

Civic Centre, Castle Street, Merthyr Tydfil, CF47 8AN

Data.Protection@merthyr.gov.uk , 01685 725000



Cyngor Bwrdeistref Sirol  
**MERTHYR TUDFUL**  
**MERTHYR TYDFIL**  
County Borough Council

Date Created: 25 May 2018  
Responsible Department: Education Department  
Responsible Manager: Sarah Bowen  
Address: Unit 5, Triangle Business Park, Pentrebach, Merthyr Tydfil CF48 4TQ

This privacy notice provides information on how Merthyr Tydfil County Borough Council collects and processes personal data when a child or young person is receiving support from the Access and Inclusion Service which is a part of the Councils Education Services.

Merthyr Tydfil County Borough Council is responsible for deciding how we hold and use personal information we collect. We are required under the data protection legislation to notify you of the information contained in this privacy notice. This notice does not form part of any contract to provide services. We may update this notice at any time if we do we will ensure that an updated copy of this notice is made available to you as soon as reasonably practical.

It is important that you read this privacy notice together with our Privacy Standards Policy and full privacy notice which contains more detailed information about our data processing and can be accessed on our website.

This notice relates specifically to how the Service works with children and young people when schools and other settings need further guidance to support progress. The children and young people may be experiencing difficulties with learning, friendships, concentrating, attending, following rules or coping with difficult thoughts or feelings.

#### 1. IMPORTANT INFORMATION AND WHO WE ARE

Merthyr Tydfil County Borough Council is the controller and responsible for your personal data. The Council is made up of different departments, details of which can be found on our website. When we mention the department, we are referring to the Access and Inclusion Service who is responsible for processing your data which will be clear to you when you access this service.

This notice applies to children and young people of the Access and Inclusion Service, which includes children who are residing in Merthyr Tydfil who are of school age.

Merthyr Tydfil County Borough Council has appointed a Data Protection Officer who can be contacted using the following details:

Mrs. Lisa Richards (Data Protection Officer)

Address: Information Governance Team, Merthyr Tydfil County Borough Council, Civic Centre, Castle Street, Merthyr Tydfil, CF47 8AN

Email: [data.protection@merthyr.gov.uk](mailto:data.protection@merthyr.gov.uk)

Tel: 01685 725000

## **2. THE DATA WE COLLECT ABOUT YOU**

We may collect, use, store and transfer different kinds of personal data about you as follows:

Personal information such as name, address, contact details, date of birth gender, images, video and audio recordings, digital and paper records that support our work with you.

Educational information such as reasons for support (such as concerns about learning, areas that require support and change) assessment and plan information (such as further details of barriers to learning, strengths and needs, interventions and next steps to support outcomes)

Lifestyle data such as ethnicity and religion

Medical information which may include information relating to your physical or mental health

We explain the different methods used to collect this data about you in section 3 of this privacy notice.

## **3. HOW WE USE YOUR PERSONAL DATA**

We obtain personal information about you from your current and previous involvement from other organisations (such as paediatricians, speech and language therapists, teachers, social workers) or from schools and other setting information (such as attendance and exclusion information, national curriculum and exam attainment and progress) we may also obtain information from your involvement with other internal departments, such as our Children's Services Department, Flying Start Provision, Education Department and from our existing records.

We will only use your personal data where the data protection legislation allows us too. These will include the provisions set out under the General Data Protection Regulations and where relevant the Data Protection Act 2018. We will use your personal information in the following circumstances:

Where we have received your consent to provide you with specific intervention where no other lawful basis is appropriate

Where we need to comply with a legal obligation such as a court order or in accordance with your Statement of Educational Needs or Additional Learning Needs Plan

We collect and use your personal information to carry out tasks in the public interest or if we need to collect special category personal information, we rely upon reasons of substantial public interest to ensure you receive equality of opportunity or treatment.

We may also process your personal data where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

#### **4. HOW WE SHARE YOUR PERSONAL DATA**

We may share your personal data across the Education Department in order to provide you with the support you require; we will also share your data internally across other Council Departments.

The Education Psychology Service is a shared service with Rhondda Cynon Taff County Borough Council (RCTCBC). The Department works alongside RCTCBC to improve outcomes for children and young people. In order to deliver this service we are required to share information across our local authorities. In addition to this we may also share your personal data with our commissioned providers (such as Cwm Taf Child's Psychology Service), your school/setting and supervisors (both within and external to the Department) for professional practice.

There may also be occasions when we are required to share your personal data with external third parties which include:

Partner organisations such as doctors, paediatricians, health therapists and mental health workers.

The Cwm Taf Multi Agency Safeguarding Hub (often referred to as MASH) if we have any concerns regarding your safety or the safety of others around you.

We may also share personal information with law enforcement or other authorities if required by applicable law.

We will share anonymised, statistical and complete sets of personal data regarding this activity with the Welsh Government for research and statistical analysis performed in order to improve the care and support provided to people in Wales. This data assists the Welsh Government to undertake research to help understand and improve the quality of education for children and young people so that they can engage in services to maintain and develop our professional practice.

We will not transfer your data to any countries outside of the European Economic Area. If we do we will inform you as soon as possible and you can expect a similar degree of protection in respect of your personal information.

#### **5. HOW LONG WILL YOU USE YOUR INFORMATION**

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. The personal information collected in accordance with the processing detailed in this notice will be retained from the child /young person's date of birth until they reach the age of

25, after which the information is archived or securely destroyed.

Details of retention periods for different aspects of your personal information are available in our Records Management Policy which is available on our website ([www.merthyr.gov.uk](http://www.merthyr.gov.uk)).

## **6. HOW WILL WE KEEP YOUR INFORMATION SECURE**

We have implemented appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## **7. YOUR LEGAL RIGHTS**

Under certain circumstances, you have rights under data protection laws in relation to your personal data including the right to receive a copy of the personal data we hold about you these rights are detailed in the full privacy notice. You also have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues:

Address: Information Commissioner's Office (Wales), 2<sup>nd</sup> Floor, Churchill House, Churchill Way, Cardiff, CF10 2HH  
Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)  
Tel: 029 2067 8400

## **8. FURTHER DETAILS**

If you are looking for more information on how we process your personal data including data security, data retention, individual rights please access our full privacy policy. You can also obtain information directly from Information Commissioners Office website, [www.ico.org.uk](http://www.ico.org.uk).