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Service Area:	Education
Work Area:	Early Years
Contact Details:	Fiona Santos earlyyears@caerphilly.gov.uk
Privacy Notice Name:	Early Years - Workforce Development
Description of Privacy Notice:	This Privacy Notice will explain how Caerphilly County Borough Council will use the information you provide via the user led on-line training booking system for the childcare sector, where users are able to book onto and pay for childcare training courses that we administer.

How we will use your information

Categories / Source of personal data obtained

In most instances individuals will submit their own information into the system if they require access to childcare training. However this information may be submitted by someone on your behalf such as your manager.

The information we collect is outlined below:

- Your name and contact details
- Where you work
- Your job role within your organisation and job title
- Your personal training record details
- Other optional information about you relating to training needs, e.g. allergies, dyslexia, etc.

Purpose and legal basis for using your information

Purpose of processing

Caerphilly county borough council's Early Years team will use your personal data in order to provide you will access to and allow you to book onto and pay for childcare training courses that we administer. This information will also serve as a personal training record for childcare staff.

We may also use your information to create a log and audit of the training requirements of the sector.

Information will also be used for the purpose of administering the childcare training courses and applicable payments.

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:

Art 6 1b. processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;

Data Protection legislation provides extra protection for certain classes of information called 'special personal data'. Relevant information that we may collect that falls within this definition would include allergies, dyslexia and mobility issues etc. In order to process this information then an additional condition from Article 9 of the Regulations must be identified, as outlined below:

Data Protection Act 2018 – Schedule 1 – Part 2

- 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, subject to the exceptions in sub-paragraphs (3) to (5).

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

Early Years Workforce Development

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

Failure to pay for training within specified timescales will result in your contact details and details of the debt being passed to CCBC – Sundry Debtors Debt for recovery of outstanding balances.

Details of any sharing of your information with other organisations

If the childcare course that you book is provided by a third party then relevant information will be shared with them.

- Your name and contact details
- Where you work
- Your job role within your organisation and job title
- Other optional information about you relating to training needs, e.g. allergies, dyslexia, etc.

Details of any external data processors

The on-line systems that hold your information training information and your payment information are hosted by external companies.

We have a contracts / data processing agreements is in place with these companies in order to protect the personal information being processed.

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.

Details of your training records will be held on the system indefinitely or until you withdraw your consent for us to hold the information.

Transaction data in relation to the booking of and payment for the childcare training courses that we administer will be retained for 7 years in line with Financial Regulations.

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