



Privacy Notice No:	<a href="#">{Click here}</a>
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<b>Service Area:</b>	Sport & Leisure Services
<b>Work Area:</b>	Leisure
<b>Contact Details:</b>	Andrea Taylor
<b>Privacy Notice Name:</b>	Nofio Ysgol
<b>Description of Privacy Notice:</b>	This privacy notice will explain how Caerphilly county borough council will use personal information in respect of the Nofio Ysgol program.

## 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:

Pupil name, date of birth, school and year group, and details of any medical or additional learning needs that are relevant.

#### Source of the personal data

This information was shared with Caerphilly county borough council by the child's school for the purpose of swimming lessons via the Nofio Ysgol swimming programme.

### Purpose and legal basis for using your information

#### Purpose of processing

In relation to the Nofio Ysgol programme, Caerphilly county borough council will process enrolment information, learning progress and any medical or additional learning needs information for the purpose of instruction and administering the Nofio Ysgol program.

#### Legal basis for processing

There is a contractual obligation to process your information, as detailed below:

There is a contractual obligation to process the information, as there is a contract between Caerphilly county borough council and the child's school to provide this service. The school has a statutory obligation to provide physical education under the National Curriculum for Wales, established under S108 of the Education Act 2002, and swimming lessons are a

component of the physical education curriculum. Please see the school privacy notice for further information.

In order for the processing of personal data to be lawful under the Data Protection, a valid condition for processing must be identified, which are outlined below:

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 provides extra protection for certain classes of information called sensitive or special category personal data. If any of the information you provide falls within the definition of sensitive or special category personal data then an additional condition for processing this must be identified, which are outlined below:

2g. processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

## **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](mailto:dataprotection@caerphilly.gov.uk)  
Tel: 01443 864322

### **Details of main users of your information**

The main users of your information will be authorised leisure staff, who are involved in providing instruction or the administration of the Nofio Ysgol program.

### **Details of any sharing of your information with other organisations**

Anonymised statistical information will be shared with Welsh Government who have developed the Nofio Ysgol program. Welsh Government will be unable to identify individuals from the information provided.

We will not share personal information held in relation to the Nofio Ysgol program with any other organisation unless there is a legal obligation to do so.

### **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 the Data Protection Act 1998.

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.

The information will be retained for a period of 2 years.

## Your Rights (Inc Complaints Procedure)

### Your rights under the Data Protection

The 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 them
- The right to erasure
- The right to restrict processing
- The right to object
- The right to data portability
- Right in relation to automated decision making and profiling.

Further information on your rights is available from: [www.ico.org.uk](http://www.ico.org.uk). To enact your rights please contact the service area detailed on the top of this form.

### Complaints Procedure

If you object to the way that Caerphilly County Borough Council is handling your data, 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](http://www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information/Questions-and-complaints)

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# Summary Privacy Notice

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## How we will use your information

In relation to the Nofio Ysgol program, Caerphilly county borough council will process enrolment information, learning progress and any medical or additional learning needs information for the purpose of instruction and administering the Nofio Ysgol program.

While anonymised statistical information may be shared with others, we will not share identifiable personal information with any other organisation unless there is a legal obligation to do so.

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: