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Service Area:	Education
Work Area:	Educational Psychology Service
Contact Details:	leiadmin@caerphilly.gov.uk
Privacy Notice Name:	Vulnerability Assessment
Description of Privacy Notice:	This Privacy Notice will explain how Caerphilly County Borough Council will use the information you provide via the online Vulnerability Assessment system

How we will use your information

Purpose and legal basis for using your information

Purpose of processing

Caerphilly county borough council will use your personal data (name, and email address and system password) to set up your Vulnerability Assessment account, to allow you to carry out vulnerability assessments and save those vulnerability assessments.

We may also use information collected to analyse usage of the Vulnerability Assessment system.

The Vulnerability Assessment system uses a cookie to ensure your secure access to the system. Cookies are small text files which are placed on your computer / device and the Vulnerability Assessment system cannot operate without this cookie.

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:

1(f) 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.

Identity of Data Controller and Data Protection Officer

The Data Controller for your information is Caerphilly County Borough Council. The Data Protection Officer is:

Mr Carl Evans
Corporate Information Governance Manager / Data Protection Officer
Email: dataprotection@caerphilly.gov.uk
Tel: 01443 864322

Details of main users of your information

Educational Psychology Service

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.

We will delete your Vulnerability Assessment account including the personal data you provided to set up that account and any Vulnerability Assessments saved, if you inform us that you would like us to close your Vulnerability Assessment account.

We will also periodically review the Vulnerability Assessment system to identify Vulnerability Assessment accounts that are not being used and will contact those Vulnerability Assessment account holders to ensure that they would still require an Vulnerability Assessment Account. If we do not receive a response we will close the relevant Vulnerability Assessment account.

Your Rights (Inc Complaints Procedure)

Your rights under the Data Protection legislation

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

Caerphilly county borough council will use your personal data to allow you to carry out vulnerability assessments and save those vulnerability assessments. Your data may also be used for analytics. We will delete your data upon request or after a periodic check. We are relying on the legitimate interest legal basis for processing.

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}](#)