



Privacy Notice No:	1
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Service Area:	Education
Work Area:	Early Years Administration
Contact Details:	Tel: 01443 866733 Email: earlyyears@caerphilly.gov.uk
Privacy Notice Name:	Coronavirus Childcare Assistance Scheme- Fair Processing Notice
Description of Privacy Notice:	This privacy notice will explain how Caerphilly County Borough Council will use the information provided by applicants and information collected from other sources during the Coronavirus Childcare Assistance Scheme process.

How we will use your information

Purpose and legal basis for using your information

Purpose of processing

Information submitted on the Coronavirus Childcare Assistance Scheme Application Form will be used in order to assess eligibility for childcare..

If eligible, applicants may need to complete a provisional booking form with their chosen childcare provider to be returned to us. The chosen childcare provider will also provide us with registers of the child's attendance with them and invoices for payment.

This project is being administered by Caerphilly county borough council on behalf of Welsh Government. Information collected will also be used for service monitoring and statistical purposes and may be shared with Welsh Government.

Participants in this project may be contacted by researchers appointed by the Welsh Government and information collected may be used in the following ways:

- To monitor and report on the number of individuals taking part in the scheme and the number of people from different groups being supported (e.g. different ages, genders and ethnicities);
- By approved social research organisations, to carry out research and/or analysis; and
- To link data from this form to other data sources for the purpose of evaluating the impact of the project has had on the individuals who take part.

If it is believed at any stage of the process that a child may be at risk 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 the police, health or education.

Legal basis for processing

We are relying on the provisions of Data Protection to process your information

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;

1f. 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.

Data Protection legislation provides extra protection for certain classes of information called 'special personal data'. If any information falls within the definition of special personal data then an additional condition from Article 9 of the Regulations must be identified, as outlined below:

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

This project is being administered by Caerphilly County Borough Council on behalf of Welsh Government, who will also have access to all of information in respect of this project. Welsh Government may appoint social research organisations in relation to this project, who may also have access to your information in respect of this project and may contact you.

Further information on how Welsh Government will use your information is provided here:

<https://www.caerphilly.gov.uk/Services/Children-and-families/Childcare-and-early-years/Covid-19-Childcare-provision>

For participants other Data Controllers may also be responsible for their information, such as their chosen childcare provider.

Please contact the Service Area detailed at the top of this document for further information.

Details of main users of your information

Within Caerphilly county borough council the main user of your information will be the Early Years Administration.

Information for this project will be stored on a Caerphilly county borough council database. Access to your information will be controlled, allowing relevant practitioners access to the information that they need to see, when they need it, to support the safe delivery of care.

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

In order to check your eligibility for this service the following information that you have provided may be verified with the following Caerphilly County Borough Council services:

Your address - Council Tax Section

Details of any sharing of your information with other organisations

In order to verify wage / payslip information you have provided we may contact your employer.

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 keep a copy of your case file for 6 years.

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