

Service Area and contact details

Service Area:	Education
Contact Details:	Inclusion.enquiries@newport.gov.uk
Privacy Notice Name:	Additional Learning Needs (ALN) Service

Source and categories of information being processed

This section is only relevant if personal data has been obtained from a source other than yourself (the data subject).

Newport City Council has obtained the following categories of your personal data:

In the course of assessing and planning Additional Learning Needs (ALN) support, and providing the most suitable educational provision, we collect the following personal information:

Personal information (such as name, address, contact details, date of birth, parent/carer name(s) and contact details, gender)

Details of special educational needs and disabilities

Ethnicity

Information about physical or mental health

We have obtained your information from:

We also obtain personal information from the following other sources:

Other organisations or teams that can provide us with advice and information (such as adult or children's social services, educational psychologists, mental health services, doctors, school nurses and other NHS providers)

Schools or post-16 settings currently or previously attended

Early education providers currently or previously attended (such as nurseries, pre-schools, childminders)

Purpose and legal basis for using your information

Here, we will explain the reason why we have collected your personal data and the reasons for processing.

Our legal basis for processing your information:

We have a legal duty to process your personal information

Further details about our legal basis for using your information and the purpose of processing:

We collect and use pupil information to comply with our legal obligations as outlined in the Children and Families Act 2014, and to carry out tasks in the public interest. If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest

The right to withdraw consent

If we are relying on your consent to process your data, you have the right to withdraw your consent to this processing at any point. To do so, please contact the person named at the top of this privacy notice.

(Only relevant to consent based processing)

You must provide us with the information we need to deliver the service, if there is either:

- A contractual obligation to do so, or
- A statutory obligation to do so.

(Only relevant if the lawful basis for processing is the performance of a contract or public duty/task obligation)

The consequences of not providing the information are as follows:

Click here to enter text.

Special Category Data

(Only relevant if special category data is being processed)

Sometimes we process special category which is afforded more protection under the Data Protection Act. This is because special category data is deemed to be more sensitive. If we are processing your special category data then we need to establish a further lawful basis for processing, and we have highlighted this below:

There is substantial public interest

Automatic decision making/profiling

(Only relevant if we are making an automated decision on a data subject)

Sometimes we use computers or technology to help us make decisions about the service we offer you. Below are the details of what decision making or profiling systems we have used, and how the decision was made:

Not applicable

Who will have access to your personal information?

Newport City Council is the data controller and the data protection officer is:

Digital Services Manager

Email: information.management@newport.gov.uk

Tel: 01633 656656

Other data controllers may also be responsible for your information, depending on the specific circumstances. Please contact the service area for further information.

The main users of your personal information are:

ALN services team

Inclusion enrichment team

Finance

Transport services

We may share your information within Newport City Council:

School admissions

Legal team

Democratic services

Social services

We may share your information with other, external organisations:

Flying Start

Schools, colleges and early years providers as well as wider education or training providers

Other local authorities

Medical practitioners

Private legal companies (legal representation for the child's family)

Snap Cymru

Careers Wales

Alternative education providers

Sometimes we use the specialist help of other organisations/companies to process your data on our behalf. These companies are known as 'data processors'. In processing your data, we use the following data processors:

We will store your data on a third party software system provided by Capita ONE. Newport City Council is the data controller.

Details of any international transfers of your personal information:

(if applicable)

Not applicable

Requests for information

All recorded information held by Newport City Council may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and the Data Protection Act.

If you would like to request a copy of the personal information that we hold about you, you can request to have a copy of our **Personal information request form** here:

information.management@newport.gov.uk

If you would like to submit a Freedom of Information Request/Environmental Information request to us, you can submit your request to us here:

www.newport.gov.uk/FOI

Your Rights

The Data Protection Act gives you a number of rights. Please note that not all of these rights are absolute and we will need to consider your request upon receipt. You have the right to request:

- a) to have you data rectified if it is inaccurate or incomplete;
- b) to have your data erased;
- c) to restrict the processing of your data;
- d) to exercise your right to data portability;
- e) to object to the processing for the purposes of direct marketing, profiling and automated decision making.

In all instances, please submit your request to:

information.management@newport.gov.uk

Complaints procedure

If you are unhappy with the way Newport City Council is using your data, you have the right to complain to us. If you would like to do this, please contact us by sending an email to this address;

information.management@newport.gov.uk

If you are not content with the subsequent outcome of your complaint, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the council's complaints procedure. The Information Commissioner can be contacted at:

The Information Commissioners Office,
Wycliffe House, Water Lane,
Wilmslow,
Cheshire
SK9 5AF.

How long will we retain your information?

Details of retention period

We keep children and young people's information from their date of birth until they reach the age of 25. Additionally, the ALN services keep information for 6 years after the date of last involvement, which will go beyond the age of 25 for those young people supported between the ages of 20 and 25.