

Service Area and contact details

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| Service Area: | Education |
| Contact Details: | Education Welfare Service - education.business@newport.gov.uk |
| Privacy Notice Name: | Elective Home Education |

Source and categories of information being processed

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

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

Not applicable as you have provided/will provide the data.

We have obtained your information from:

Not applicable as you have provided/will provide the data.

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 have a legal duty under sections 437 to 443 of the Education Act 1996 to ensure children receive a suitable education.

We use your personal information to:

- maintain a record of children in Newport who are known to be home educated.
- provide advice and guidance to home educating families
- inform families about how to access to services and facilities from other agencies that would generally be delivered via school
- advise and support families who request support with returning children to school or identifying a school place
- make arrangements to establish the identities of children who are not registered at a school and are not receiving a suitable education otherwise
- ensure education is taking place at home

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) A contractual obligation to do so, or
- b) 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:

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| n/a |
| <p>Special Category Data (Only relevant if special category data is being processed)</p> <p>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:</p> |
| Choose a further lawful basis. |
| <p>Automatic decision making/profiling (Only relevant if we are making an automated decision on a data subject)</p> <p>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:</p> |
| Not applicable as we do not use automated decision making. |

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| Who will have access to your personal information? |
| <p>Newport City Council is the data controller and the Data Protection Officer is:</p> <p>Digital Services Manager Email: information.management@newport.gov.uk Tel: 01633 656656</p> <p>Other data controllers may also be responsible for your information, depending on the specific circumstances. Please contact the service area for further information.</p> |
| The main users of your personal information are: |
| <p>Senior Education Welfare Officer Education Welfare Officers Business Support Officer Education Senior Management Team</p> |
| We may share your information within Newport City Council: |
| <p>Education Business Manager The child's former school School Admissions Additional Learning Needs Team</p> |
| We may share your information with other, external organisations: |
| Not applicable |
| <p>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:</p> |
| Not applicable as we do not use external companies to process your data on our behalf. |
| Details of any international transfers of your personal information: (if applicable) |
| Not applicable as we do not transfer your data internationally |

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 e-mail 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 Councils 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 will hold your personal information securely and retain it from the child /young person's date of birth until they reach the age of 25, after which the information is destroyed.