

The Education and Lifelong Learning Directorate Privacy Policy

The Education and Lifelong Learning Directorate is part of Cardiff Council who is the Data Controller for the purposes of the data collected. This privacy policy will explain how our organisation uses personal data.

What data do we collect?

The Education and Lifelong Learning Directorate may obtain the following categories of your personal data for:

Children & Young People (*and Adults in some instances*)

General categories:

- Immediate personal information e.g. full name, date of birth, gender, etc...
- Contact details, e.g. address, etc...
- Demographic data, e.g., Ethnicity, First Language, etc...
- Educational records
- Medical records where relevant to a school placement and / or Special Education Needs ([SEN](#)) / Additional Learning Needs ([ALN](#))
- Social Care and Health records where relevant to a school placement and /or SEN / ALN, along with the safeguarding and wellbeing of pupils

Subcategories:

- Parents / Carers / Applicant details (*including any relatives and / or persons with legal responsibility for children and young people*)
- School Attainment
- School Attendance
- School Exclusions
- School History information
- SEN / ALN
- Records considered to be relevant to the admission of a child into School and / or an educational setting
- Records considered to be relevant to Catering, Elective Home Education (*EHE*), [Governors](#) (*as part of SLA Online*), [Into Work Service](#), [Music Service](#), MyConcern (*in relation to any safeguarding and wellbeing concerns raised on pupils, e.g. bullying, etc...*), Passenger Transport, [SLA Online](#) (*for School staff*), and / or [Youth Service](#)
- Vulnerable Characteristics, e.g. Children Looked After (*CLA*), Free School Meals (*FSM*), Asylum Seekers, Travellers, English/Welsh as an Additional Language (*EAL*), Service Children, Young Carers, etc...

How do we collect your data?

You directly provide The Education and Lifelong Learning Directorate with most of the data we collect. We source, collect and process data from the following:

- 127 Cardiff Council Maintained Schools and a Pupil Referral Unit
- Benefits Service (*in relation to FSM*)
- Birth Registrations
- Early Years (*including Flying Start*)
- Ethnic Minority and Traveller Achievement Service (*EMTAS*)
- Cardiff and Vale University Health Board
- Childrens Services (*where necessary*)
- Clearsprings Ready Homes Ltd (*in relation to Asylum Seekers*)
- Community Teaching
- Connect 2 Cardiff (*C2C*)
- Council Tax
- Education Welfare Service (*EWS*)
- Elective Home Education (*EHE*)
- Governor Services
- Inclusion Service (*including SEN / ALN*)
- Into Work Service
- Looked After Children Education
- Other Local Authorities, Schools and / or educational settings that form part of your child's educational history
- Passenger Transport Service
- School Admissions
- Schools and educational settings within the City of Cardiff
- Schools and educational settings residing outside of Cardiff but relevant in forming your child's educational history (*e.g. Education Other Than At School (EOTAS) and SEN / ALN*)
- School Organisation Programme
- Services to Schools
- [SLA Online](#)
- Youth Justice Service
- Youth Service
- [Welsh Government Education and Schools Statutory Data Returns](#)

How will we use your data?

The Education & Lifelong Directorate uses the information to achieve its [10 year vision for Education for the Capital City](#), along with ensuring the participation, safeguarding and well-being of our pupils as well as the budgeting, financing, grants, data and statistical analysis in relation to the Education Directorate, our Schools and pupils.

The Education & Lifelong Directorate collects your data and information for the purpose of providing the following services, support, and training along with complying with legal and statutory obligations such as [Welsh Government Statutory Data Returns](#):

- [Cardiff Commitment](#)
- [Child Friendly City](#)
- Community Tuition
- Education Other Than At School
- Education Welfare
- Ethnic Minority and Travellers
- Elective Home Education
- Engagement Services
- Governor Services
- Healthy Schools
- Inclusion, consisting of:
 - Autism Support
 - Complex Learning Needs
 - Early Years & Disability
 - Education Psychology
 - Emotional Health & Wellbeing
 - Hearing Impairment
 - Planning Monitoring & Reviewing
 - Special Educational Needs / Additional Learning Needs
 - Speech & Language
 - Visual & Multi-Sensory Impairment
- [Into Work Service](#)
- Looked After Children Education
- Performance & Governance
- Services to Schools, consisting of:
 - Commercial Services
 - E-Learning
 - International School Links
 - School Catering & Meals
 - Music Service
 - [Storey Arms](#)
- School Admission Placements
- School Organisation Programme (*as well as 21st Century Schools*) that includes:
 - Commissioning
 - Planning
 - Strategy
- School Transport
- [Youth Service](#) that includes:
 - Early Intervention
 - Not in Education, Employment, or Training (*NEET*)

Who do we share your data with?

Your data is shared internally with different Service Areas within the Education & Lifelong Learning Directorate along with the following Directorates (See [Service specific Privacy Notices](#)):

- Corporate Resources
- Planning, Transport and Environment
- People and Communities

Along with City of Cardiff Council Schools relevant to your child's educational history (See individual [Cardiff Schools' websites for their Privacy Notices](#)).

The agencies / organisations we share your data with externally include:

- Alps ([Online student performance analysis](#))
- [Careers Wales](#)
- Cardiff and Vale University Health Board ([CAVCUHB](#))
- Central South Consortium Joint Education Service ([CSC / CSCJES](#))
- [Estyn](#)
- Fischer Family Trust ([FFT: Education analysis, literacy & research](#))
- Police / Courts (*under lawful basis* – See [Sharing personal data with law enforcement authorities | ICO](#))
- Relevant Local Authorities forming part of your child's educational history (See individual [Local Authorities / Councils within England and Wales for their Privacy Notices](#))
- Relevant non City of Cardiff Council Schools and educational establishments forming part of your child's educational history ([EOTAS Service Privacy Notice](#))
- Welsh Government ([Data collection and information management for Schools](#))
- Welsh Local Government Association ([WLGA](#))

How do we store your data?

The duration of which the Cardiff Council retains information is determined through statutory requirements or best practice. For the purpose of the Education & Lifelong Directorate:

- Pupil records / files will be held securely until your child's 25th Birthday
- SEN Statement maintained under the Education Act 1996 - Section 324 will be held securely until your child's 30th Birthday
- Proposed or amended SEN Statement will be held securely until your child's 30th Birthday
- ALN documentation, including reviews and Individual Learning Plans will be held securely until your child's 25th Birthday
- Advice and information to parents regarding ALN will be held until closure plus 12 years
- Children ALN Files will be held until closure plus 35 years
- School Admission applications will be held until closure plus 6 years

Once this time period has expired, the information will be disposed of safely and securely.

What are your data protection rights?

The Education & Lifelong Learning Directorate would like to make sure you are fully aware of all your data protection rights. You have a right to access and obtain a copy of the personal data that the Council holds about you and to ask the Authority to correct your personal data if there are any errors or it is out of date. In some circumstances you may also have a right to ask the Council to restrict the processing of your personal data until any errors are corrected, to object to processing or to transfer or (in very limited circumstances) erase your personal data.

If you wish to exercise any of these rights or have any queries or concerns regarding the processing of your personal data, please contact the Data Protection Officer as indicated below.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Our lawful basis

The Council holds personal data about you in its capacity as data controller. Our legal basis for our use of your personal data will generally be one or more of the following:

- we need to process your personal data to satisfy our legal obligations as the Local Authority
- we need to process your personal data to carry out a task in the public interest or in the exercise of official authority in our capacity as a public body
- processing is necessary in order to protect the vital interests of the data subject or of another natural person
- you have given clear consent to process your personal data for a specific purpose.

See Education Act [1996](#) and [2002](#) for details of the Council's legal reasons for using your information.

Changes to our privacy policy

The Education & Lifelong Learning Directorate keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated November 2022.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at dataprotection@cardiff.gov.uk.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113
ICO website: <https://www.ico.org.uk>

Contacting Data Protection

If you have any questions about this privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Please contact the Data Protection Officer for further information.

Data Protection Officer
Information Governance Team
County Hall
Atlantic Wharf
Cardiff
CF10 4UW
dataprotection@cardiff.gov.uk

Further Information

For further information please refer to the [Council's Full Privacy Notice](#).

This document is available in Welsh | Mae'r ddogfen hon ar gael yn Gymraeg