



Privacy Notice – Flying Start and Early Years Transformation Services (Antenatal to 7 years)

You have a right to know if we are holding information about you, what information we process about you, what we are using it for and who we may share it with. This information is set out in within this privacy notice for Flying Start and Early Years Transformation registered families. You also have the right to have a copy of information held about you.

This notice is provided for clarification on what information the Council needs in order to process requests for registering for Flying Start or Early Years Transformation services. The Council puts measures in place to protect the privacy of individuals throughout this process.

We are committed to providing high quality transparent services to all of our eligible families and we want you to know how we use data we hold about you and your family.

This notice covers all the services which are undertaken by the Flying Start and or Early Years Transformation teams within Blaenau Gwent County Borough Council and our Health Teams within Aneurin Bevan University Health Board.

Flying Start is a Welsh Government funded programme, which provides intensive support services to families with children aged between 0-3, who live in disadvantaged areas across Wales. The Blaenau Gwent Flying Start team is child focused and offers encouragement, information and guidance to support parents/carers at each stage of their child's development; providing free opportunities, activities and programmes to allow all children to develop their language and social skills and their emotional and physical development in order to be ready to begin school.

Flying Start also aims to undertake primary prevention and early intervention with pregnant women in eligible Flying Start areas, to increase the life chances of Blaenau Gwent's children. This work will be carried out by the Flying Start teams mentioned above in partnership with the local hospitals antenatal clinics.

Details of expectant mothers will be shared with Flying Start/Early Years staff within Blaenau Gwent Council by the NHS maternity services through Aneurin Bevan University Health Board. This enables the programmes to contact pregnant women and provide information about services available. These services will support the mother and her partner during the very early stages of pregnancy to support a healthy pregnancy and build strong attachment. Flying Start staff also aim to assist with some

of the wider determinants of health including housing, benefits etc. that impact on the families wellbeing.

The Early Years Transformation Project building on the success of Flying Start but removes eligibility and criteria for engagement through working towards creating a sustainable integrated model to meet families' needs at the right time in the right place by the right person. The project also extends the work with families from 0-7 years.

Why do we need your information?

This information is required in order to deliver the Flying Start / Early Years Transformation services that you are requesting and to enable the programmes to carry out its statutory functions. We will use information about children and parents registered with us to enable us to carry out specific functions for which we are responsible.

We also use this personal data to derive statistics which inform decisions we make. These statistics are used in such a way that individuals cannot be identified.

The information you provide helps us to support you and your family and to make sure that we meet our legal duties and responsibilities. We use this data to:

- Provide you and your family with appropriate services
- Measure whether our services are improving life for children and families
- Help us develop and improve our services
- Complete statistical returns to our funders (Welsh Government) to measure performance of the programme
- Administer and protect public funds.

Purpose of processing:

When a parent/carer registers for the Flying Start / Early Years Transformation services, their information will be stored on a secure database called WCCIS (Welsh Community Care Information System) and accessed or used on a need to know basis or to offer relevant support provision for the parent/carer and the child/children at the relevant age/stage of development. The services offered can include; family support groups, health visiting led baby clinics / stay and play sessions, parenting programmes, bespoke packages of support delivered in community hubs or at home, speech and language support, support around housing, budgets, relationships and much more. For Flying Start registered families, parents/carers automatically will have access fully funded childcare placements for the term after the child turns 2 until the term of their 3rd birthday.

If it is believed at any stage of the process that a child may be at risk of significant harm, 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, education or social services having access to your information.

Who is responsible for your information?

All personal information is held and processed by Blaenau Gwent County Borough Council in accordance with Data Protection legislation.

For information on the role of the Data Controller, Data Protection Officer and Contact Details for the Council, please refer to the 'Data Protection' page of the Council's website:

<https://blaenau-gwent.gov.uk/en/Council/data-protection-foi/data-protection-act/>

What Information do we need?

In order to register and receive Flying Start / Early Years Transformation services, Blaenau Gwent County Borough Council will collect personal information about you and your family via your registration form.

This information will include:

Details about you, your partner (if relevant) and your child, such as:

- Names
- Address
- Contact details: Telephone number, email address
- Date of birth
- Equalities information

Other relevant information required to process your registration, includes personal details such as;

- Employment status of parents/carers
- Disabilities
- Contact details of health professionals: GP, Health Visitor
- Confirmation of whether you are a first time parent or carer
- Communication language preferences.

Applications for fully funded Flying Start childcare services will also ask for information including any special reasons to support the application into childcare services;

- Is the child registered with the Local Authority on the Child Protection Register
- Is the child in receipt of a Child in Need Plan (CASP).

We will use your personal information to process your request and/or administer the necessary action. We may check some of the information with other sources to ensure the information you have provided is accurate.

Other relevant information to support your family needs may be requested on separate occasions through your Family Support Worker or Health Visitor. Consent to store, use and share this data will be sought at that time. This information may include;

- Financial Information
- Lifestyle Information
- Social Care and Health records
- Criminal record

We will use this information to process your request for services, support your needs and administer the necessary action.

Who will we share your information with?

To enable the Council to process your request and comply with our legal obligations, we will share your information on a need to know basis with partner organisations, including:

- Aneurin Bevan University Health Board
- Flying Start Registered Childcare settings within Blaenau Gwent
- Education Department - Primary Schools (to aid transition from preschool)
- Social Services
- Third party organisations (Housing, Debt Counselling etc. – with individual consent based on need)
- Auditors
- External research organisations and regulators (all personal information anonymised to protect your identity).

The Council will also use the information for the purpose of performing any of its statutory enforcement duties. It will make any disclosures required by law and may also share this information with other bodies responsible for detecting/preventing fraud or auditing/administering public funds.

What is the Lawful basis for processing?

In order for the processing of personal data to be lawful under the General Data Protection Regulations GDPR 2016, a valid condition from Article 6 of the legislation must be identified.

In this case, I can confirm the lawful basis for processing Flying Start / Early years Transformation registered families are as follows:

- 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
- carrying out a public task, for instance, performing our safeguarding role
- a legal obligation that requires us to process your personal information
- a legitimate need to use information for a specific purpose that does not unjustifiably infringe on your rights or freedoms.

Where special category (sensitive) personal information is processed a valid Article 9 condition is also required. In this case the condition is Article 9 (2)(g) for reasons of substantial public interest.

Storing your data

All information we record is stored securely and in accordance with Information Security Standards and Data Protection Legislation.

How long do we keep your information?

The Council will only keep your information for as long as necessary. The length of time we keep different information varies as this is determined through statutory requirements or best practice. Some of the information we hold may form part of the child's Education Record and will be retained until the child's 25th birthday. Full details of how long we hold specific personal information can be obtained by contacting the Flying Start Programme Manager via; Sherelle.Jago@Blaenau-Gwent.Gov.Uk / 01495 354786.

Providing accurate information

It is important that we hold accurate and up to date information about you in order to assess your needs and deliver the appropriate services. If any of your details have changed, or change in the future, please ensure that you tell us as soon as possible so that we can update your records.

Your Rights under Data Protection Law

Data Protection gives data subjects (those who the information is about) a number of rights:

- 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
- The rights of subject access requests (to see personal data stored about you) please email: dataprotection@blaenau-gwent.gov.uk

Further information on your rights is available from: WWW.ICO.org.UK

To enact your right, please contact the service area you are in receipt of:

Flying Start – Sherelle.Jago@Blaenau-Gwent.Gov.UK

Early Years Transformation – Bobby-Jo.Swift@Blaenau-Gwent.Gov.UK

If you are unhappy with the way that Blaenau Gwent County Borough Council has handled your request/information, you have the right of complaint to the Information Commissioners Office. Please follow this link for further information on this process:

<https://www.blaenau-gwent.gov.uk/en/council/compliments-complaints/social-services-complaints-compliments/>