



How we use your information

Privacy notice for Flying Start Carmarthenshire

Flying Start is a Welsh Government funded programme which is targeted at children under 4 years of age and their families, who live in certain areas of Carmarthenshire.

The service is delivered jointly by Carmarthenshire County Council and Hywel Dda University Health Board.

The proper handling of your personal data is very important to the delivery of this service and maintaining public confidence.

Personal data is any information that relates to a person who can be directly or indirectly identified from the information. The terms 'information' and 'personal data' are used throughout this privacy notice and have the same meaning.

To ensure that we deal with personal information correctly, we seek to adhere in full to the requirements of Data Protection legislation.

This privacy notice has therefore been produced to explain as clearly as possible what we do with your personal data.

1. The purposes for which we use your personal data

When delivering the Flying Start service, Carmarthenshire County Council and Hywel Dda University Health Board are jointly responsible for the personal data we use about you and your child. Under data Protection legislation we are therefore considered to be 'joint data controllers'.

The information we collect about you and your child will only be used for the following purposes:

- High quality part time child care for 2 year olds (term after their second birthday)
- An enhanced health visiting service
- Parenting support
- Language and communication support

The lawful basis for collecting and using this personal data is that we need it to exercise our authority to provide the Flying Start service under the Wellbeing & Future Generations Act 2014.

2. What type of information do we use?

We collect the following types of personal data to deliver this service:

- Your child's name and address
- Your name and address
- Your child's date of birth
- Your child's gender
- Your child's NHS number
- Telephone numbers so that we can contact you
- The language spoken in your home
- An email address so that we can write to you
- Your family composition
- Your social circumstances
- Your financial circumstances
- Employment and education details
- Your housing needs
- Images/photographs

Where relevant, we use the following types of sensitive personal data (known as special category data):

- Health and wellbeing information about you and your child
- Information about you and your child's ethnicity

We use this type of personal data to exercise our obligations under the social protection legislation referred to above.

3. Do we use information received from other sources?

We normally collect personal data directly from you.

However, Flying Start does receive some information from other our contracted child care providers, specifically personal data about the wellbeing of your child, their attendance and the progress they are making.

4. Transferring your information abroad

We use Microsoft 365 to process all of our emails under the terms of a strict agreement, which safeguards your information. This personal data is hosted on servers outside of the UK, but only in EU countries which are subject to the General Data Protection Regulation.

We don't transfer any other information about you outside of the UK.

5. Who has access to your information?

We share personal data about you and your child only when there is a need for us to do so. When Flying Start shares information, we provide the minimum necessary in each case to the following recipients:

- The nurseries we have contracted to deliver child care
- Schools in Carmarthenshire
- The Council's Families First Services

There are also other specific situations where we may be required to disclose personal data, such as:

- Where we are required to provide the information by law
- Where disclosing the information is required to prevent or detect a crime
- Where disclosure is in the vital interests of the person concerned

6. How long we will keep your information

We'll keep your information for 18 years from the date of birth of your child.

7. Your Data Protection rights

You have the right to:

- Obtain access to the personal data that is being processed about you – you can do this by making a request using the contact details provided below
- Have any inaccurate or incomplete information rectified (corrected)
- Withdraw your consent to processing, where this is the only basis for the processing
- Make a complaint to the Information Commissioner's Office (ICO), the independent body in the UK which protects information rights

In some circumstances, you may have the right to:

- Object to the processing of your personal information
- The erasure of your personal data
- Restrict the processing of your personal information
- Data portability

8. Contact details

For more information regarding this privacy notice and your rights, please contact the following:

Carmarthenshire County Council:

Data Protection Officer
Carmarthenshire County Council
County Hall
Carmarthen
SA31 1JP

Email: dataprotection@carmarthenshire.gov.uk

Hywel Dda University Health Board:

Information Governance Manager
Prince Phillip Hospital
Bryngwyn Mawr Road
Llanelli
SA14 8QF

Email: Information.Governance.HDD@wales.nhs.uk

Contact details for the Information Commissioner's Office along with further guidance on Data Protection legislation can be found on the ICO website:

www.ico.org.uk