

How we use your information

Privacy notice for The Early Years Integration Team, Carmarthenshire

The Early Years Integration Team are part of a Welsh Government funded, pathfinding programme which is targeted at children up to 7 years of age and their families, who live within the Cwm Gwendraeth area 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 Early Years Integration 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 use for the following purposes:

- The Health Visiting service covering Cwm Gwendraeth
- The Midwifery service covering Cwm Gwendraeth
- Parenting support
- Language and communication support

The legal basis for the processing this information is:

Wellbeing & Future Generations Act 2014
Prosperity for All initiative



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

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

3. Do we use information received from other sources?

We normally collect personal data directly from you.

However, we may receive some information from your GP or medical departments if your child has an underlying medical condition.

4. Transferring your information abroad

Your information will not be transferred outside the United Kingdom.

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 we share information, we provide the minimum necessary in each case to the following recipients:

- 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 will keep your information for the entire time that the Early Years Integration Team are working with your child/family.

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:

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

Email: dataprotection@carmarthenshire.gov.uk

Tel: 01267 224127

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

