

## 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, Hywel Dda University Health Board are jointly responsible for the personal data we use about you and your child. The Welsh Government aren't directly involved in delivering the service, they have access to your data, as explained below. Under data Protection legislation we are 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 childcare for 2-year-olds (term after their second birthday)
- An enhanced health visiting service
- Parenting support
- Language and communication support
- Welsh Government monitoring etc.

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 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 childcare
- Schools in Carmarthenshire
- The Council's Families First Services
- The Welsh Government

We provide the Welsh Government with NHS number, full name, address including postcode, date of birth, gender, contacts made with professionals, childcare attendance data, speech and language recorded data and course attendance data

This is used by them to:

- Monitor progress towards national outcomes, including the publication of anonymised official statistics
- Monitor local authority performance and funding
- Develop and evaluate policy
- Identify and assist development of good practice
- Support research relating to the well-being of individuals

This may include linking or combining the information with other data about people in Wales.

The Welsh Government will only use the personal data that identifies you or your child to support their statistical and research processes and won't use the information to:

- Take action or support measures or decisions with respect to an individual or their families
- Cause any damage or distress to individuals or their families
- Identify any individuals in any reports

Results from analyses carried out using the data will be made available in statistical or research publications released via the Welsh Government Statistics and Research website and also via data placed on the StatsWales website.

Digital Health and Care Wales (DHCW) will have access to a part of the personal data for six months, to allow data linking with the SAIL databank. The SAIL Databank is made up of anonymised data about the population of Wales, which is internationally recognised for its very secure storage and use of anonymised data for research to improve health, well-being and services.

Names, addresses and postcodes are not therefore included in the linked data. The information is used for research purposes only.

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.

The Welsh Government will keep personal data for one year, for data linking and matching purposes. Their anonymised data will be retained as long as it remains useful for research and statistical purposes. Because historical data can be very useful in this context, this could be for a number of years.

## **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](mailto: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](mailto:Information.Governance.HDD@wales.nhs.uk)

## **Welsh Government**

Welsh Government's Data Protection Officer  
Welsh Government  
Cathays Park  
Cardiff  
CF10 3NQ

Email: [DataProtectionOfficer@gov.wales](mailto:DataProtectionOfficer@gov.wales).

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](http://www.ico.org.uk)