

Flying Start Training and Development Team Privacy Notice

How we use your personal information for Flying Start training purposes

The Flying Start Training and Development team (FSTDT) provides training opportunities for Flying Start childcare practitioners within Rhondda Cynon Taf. This includes practitioners working within a Flying Start childcare setting, practitioners working in an approved childcare setting as an approved supplier and childminders who care for Flying Start children. This enables us to promote the delivery of high quality childcare to Flying Start children in Flying Start provision. Undertaking this work means that we must collect and use information about the people we provide services to and keep a record of those services. We also need to collect information on the people who provide the service. Because we collect and use personal information about individuals we must make sure that they know what we intend to do with their information and who it may be shared with.

We have summarised in this privacy notice some of the key ways in which we use your personal information for training purposes.

1. Who we are, what we do.

The Flying Start Training and Development Team provide training opportunities to practitioners to help them gain the necessary skills and knowledge in order to carry out duties associated with the obligations outlined in the Flying Start Service Level Agreement. This ensures that we continue to provide high quality qualified and trained staff to deliver Flying Start provision in RCT.

2. What and whose personal information we hold?

We hold information about past and present Flying Start practitioners who have been or are currently working or volunteering in a Flying Start Childcare provision. We also hold information about past and present non Flying Start practitioners within the same provision. The types of information we hold and process will typically include:

- Contact details, including name, address, telephone numbers and email address. This may include a private mobile number and email address to enable us to contact you if a course is cancelled at short notice.
- Employment details including place of work, hours worked and position held.
- Professional development details, including qualification(s) held or working towards and training attended or booked.

- Personal details, including national insurance number, Welsh language skills and language preference.

3. Where does the service get my information from?

- Information provided directly by you the data subject e.g. on making your application to use the training system or apply for a course, completing the staff training audit or communicating practitioner changes.
- Information requested by us for the purpose of Flying Start provision.
- Information generated by the service as whole.
- Information from other Council Services.

4. What we will do with your personal information?

We will use this personal information to co-ordinate and deliver training opportunities to Flying Start practitioners. In addition to monitoring the qualification and skills of Flying Start staff in line with requirements.

5. What is the legal basis for the use of this information?

The statutory basis for Flying Start is outlined in S14 of the Education Act 2002. From which stems the legal basis for our use of your personal information. All staff working in Flying Start must be trained and working together in the context of the Children's Act 2004 and are bound by its provisions.

6. Does the service share my personal information with any other organisation?

From time to time, we will share your personal information with advisers and service providers so that they can help us carry out our duties, rights and discretions in relation to Flying Start. These may include:

Other Council Departments:

- Creditors – to issue payment via cheque or direct payment.
- Heddfan Training Unit in RCTCBC – to set up and approve new users on the training system (currently SDMS Ltd).

Trusted third party suppliers and organisations who provide services on our behalf:

- Software provider – (currently SDMS Ltd) to maintain our training system.

7. How long will my information be kept?

We will only keep your personal information for **as long as the Flying Start programme remains** and to deal with any questions or complaints that we may receive about this, unless the law requires us to keep it for a longer period.

8. Your information, your rights

The General Data Protection Regulation (GDPR) gives you important rights, including the right to access the personal information the services hold about you.

[View further details on your information rights and how to exercise them.](#)

9. Contact us

If you have any concerns or would like to know more about how the service using your personal information please contact us in one of the following ways:

By email : earlyyearstraining@rctcbc.gov.uk

By telephone : 01443 744268

In writing : Flying Start Training and Development Team, Early Years and Family Support, Ty Trevithick, Abercynon CF45 4UQ