



Wales Accord on the Sharing of Personal Information

Information Sharing Protocol for Cardiff Flying Start.

Version Final – V3

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Quality Assurance Group South Wales WASPI QA Group

“This document is available in Welsh /

Mae’r ddogfen hon ar gael yn Gymraeg” .

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1 Introduction to this ISP

- 1.1 This Information Sharing Protocol (ISP) is supplementary to the Wales Accord on the Sharing of Personal Information (WASPI) and has been agreed following consultation between the participating partner organisations.
- 1.2 This ISP is intended to help practitioners understand what information can be shared between the listed partners for the stated purpose(s). It also provides assurance that the partners have considered the requirements of data protection legislation.
- 1.3 This ISP has been prepared to support the regular sharing of personal information for the Cardiff Flying Start Programme.
- 1.4 Personal information is shared for the purpose of delivering the Flying Start Programme. Cardiff Flying Start is a service provided by Cardiff Council in conjunction with our partner organisations. Flying Start aims to make a decisive difference to the life chances of children by mitigating the impact of poverty, which is linked to poor life outcomes in early childhood, including health outcomes. Referral into Flying Start is by GP's and midwifery teams identifying pregnant women who live within Flying Start boundaries. The Programme comprises of four entitlements which provide:
 - Free quality, part-time childcare for 2-3 year olds;
 - An intensive health visiting service;
 - Access to parenting support; and
 - Support for speech, language and communication development.

2 The information sharing partner organisations

2.1 The table below sets out the organisational partners to the ISP, the key contact points and the departments, divisions and teams typically involved in sharing information for the purposes described in this ISP.

Information Sharing Partner Organisations	Owner / Point of contact	Departments / Divisions / Teams
Cardiff and Vale University Health Board (the UHB)	Flying Start Health Lead.	Flying Start Health Team
Cardiff Council	Director of Housing & Communities	Housing & Communities Directorate
Cardiff Council	Director for Education	Education Directorate
RISE	Chief Executive	Llamau RISE Women's Aid BAWSO
Contracted and Registered Childcare Settings (Please see	Childcare	Management team for settings

appendix H)	Manager/Proprietor/Committee	
Schools (Please see appendix G)	Head Teacher	Not applicable here
Flying Start Childcare settings	Childcare Provider Manager	Childcare Provider

2.2 The ISP owners / points of contact have overall responsibility for this ISP within their respective organisations and must therefore ensure the ISP is disseminated, understood and acted upon by relevant practitioners.

2.3 The owners / point of contact for each partner organisation will regularly monitor and review the use of this ISP to ensure information is shared effectively and appropriately.

2.4 Once the ISP has been assured, each partner organisation will nominate a signatory to sign the ISP at Appendix C. The signatory will be an appropriate person from the partner organisation who can sign on behalf of the organisation.

3 Specific organisational / practitioner obligations

3.1 Any breaches of security, confidentiality and other violations of this ISP must be reported in line with each partner organisation's incident reporting procedures. Consideration should be given to sharing the outcome of any investigation, where appropriate, with other partners to the ISP.

3.2 Practitioners who share information in line with this ISP should make themselves aware of, and adhere to, their organisation's Information Governance and records management procedures; in particular the provisions that relate to collecting, processing and disclosing personal information.

3.3 Every reasonable step should be taken to ensure that inaccurate personal data are erased or rectified without delay. Consideration must be given to advising partner organisations that they may have received inaccurate information. In circumstances where partner organisations cannot be informed, advice should be taken from an Information Governance lead (or equivalent).

4 Legislative / statutory powers

STAFF SHOULD NOT HESITATE TO SHARE PERSONAL INFORMATION IN ORDER TO PREVENT ABUSE OR SERIOUS HARM, IN AN EMERGENCY OR IN LIFE-OR-DEATH SITUATIONS.

IF THERE ARE CONCERNS RELATING TO CHILD OR ADULT PROTECTION ISSUES, THE RELEVANT ORGANISATIONAL PROCEDURES MUST BE FOLLOWED

4.1 The sharing arrangements described in this ISP takes into account the relevant data protection legislation, the Human Rights Act 1998 and the common law duty of confidence.

4.2 Before sharing personal information, partner organisations must have identified a clear legal basis for doing so.

4.3 Data protection legislation includes the concept of:

- **‘personal data’**; any information relating to an identified or identifiable (living) natural person, and
- **‘special categories of data’ / ‘sensitive processing’**; personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation

Whilst information about deceased people is not covered by data protection legislation, data about deceased people is covered by a similar level of confidence.

4.4 Further information and guidance on lawful processing of personal information can be found on the Information Commissioner’s website; www.ico.org.uk

4.5 Partner organisations also need to ensure they take into account the Data Protection Act 2018 and any additional requirements it places on the use of the legal bases set out in Articles 6, 9 and 10 of GDPR (see Part 2 of the Act) and processing for the ‘law enforcement purposes’ (see Part 3 of the Act). The ICO has guidance on this matter and queries about the relevance of any legal basis should be raised with an Information Governance lead.

4.6 Consent to process personal data should not be confused with consent to receive the service. The two are separate and should not be confused or merged.

Table 1 - Article 6 - Personal Data

Legal basis	Check box / Notes
Task carried out in the public interest or in the exercise of official authority – Art 6(1)(e)	<input checked="" type="checkbox"/> [Statutory Basis] Flying Start is Welsh Government’s early years programme for families with children under 4 years of age living in disadvantaged areas of Wales and forms part of the Tackling Poverty agenda. The statutory basis for Flying Start is section 14 of the Education Act 2002: "Power of Secretary of State and National Assembly for Wales to give financial assistance for purposes related to education or childcare" . Equality Act (2010) The Act provides a legal framework to protect the rights of individuals and advance equality of opportunity for all. It provides Britain with a discrimination law which protects individuals from unfair treatment and promotes a fair and more equal society. The Flying Start programme supports these principles by offering opportunities to children and families who may not otherwise have received these. The Additional Learning Needs and Education Tribunal (ALNET) Act (2018) The Additional Learning Needs and Education Tribunal (ALNET) legislation creates a legal framework to ensure learners’ needs are identified early, addressed quickly, and their views, wishes and feelings are at the heart of the planning processes to support them to overcome barriers to learning and achieving their full potential. The Flying Start program supports these principles with its settings being fully inclusive, where all children have equity of access that fully meets their needs and enables them to participate and benefit

	<p>and enjoy learning alongside their peers.</p> <p>Well-being and Future Generations (Wales) Act 2015</p> <p>The Well-Being of Future Generations (Wales) Act 2015 places a 'well-being duty' on public bodies aimed at achieving 7 national well-being goals for Wales - a Wales that is prosperous, resilient, healthier, more equal, has cohesive communities, a vibrant culture and thriving Welsh language, and is globally responsible.</p> <p>In discharging its duties under the Act, the Council has set and published well-being objectives designed to maximise its contribution to achieving the national well-being goals. When exercising its functions, the Council is required to take all reasonable steps to meet its well-being objectives.</p> <p>The Flying Start programme support this objective by delivering its core aims.</p> <p>[Function]</p> <p>The service is delivered at local authority level by both LA and local health board staff offering eligible parents funded quality childcare for 2-3 year olds, parenting support, an enhanced health visitor service with 1 health visitor to no more than 110 children aged under 4, and support for speech, language and communication.</p>
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Table 2 - Article 9 - Special Categories of Personal Data

Legal basis	Checkbox / Notes
<p>Necessary for reasons of substantial public interest - Art 9(2)(g)</p> <p>Cardiff Council</p> <p>Women's Services - Women's Aid</p> <p>Contracted and Registered Childcare Settings</p> <p>Schools</p> <p>Flying Start Childcare settings</p>	<p><input checked="" type="checkbox"/></p> <p>GDPR Art 9(2)(g) requires a basis in UK law, which is provided by Section 10(3) of the Data Protection Act 2018.</p> <p>This in turn refers to the need to meet a relevant condition in Part 2 of Schedule 1 of the DPA 2018. The relevant condition is:</p> <p>6 Statutory etc and government purposes (2a the exercise of a function conferred on a person by an enactment or rule of law;)</p> <ul style="list-style-type: none"> • <i>Section 10 of the Children Act 2004 places a duty on organisations to make arrangements to promoting cooperation between itself and relevant partner agencies in order to improve the wellbeing of children in their area. Good information sharing is key to successful collaboration working. Section 10 of the act stipulates information should be shared for strategic planning purposes and to support effective service delivery.</i> • <i>Section 47 of the NHS and Community Care Act 1990 provides for social service authorities to involve staff of health and housing agencies in order to prepare comprehensive assessments of need. It can be implied from this duty that there is a power to share information with other statutory services and the independent sector.</i> • <i>Section 2 of the Local Government Act 2000 provides local authorities with the powers to promote or improve the social wellbeing of their area. This provides an implied power to share information with other statutory services in the independent sector.</i>

	<ul style="list-style-type: none"> • <i>Section 22 of the National Health Service Act 1977 provides for a general duty on NHS bodies and local authorities to cooperate with one another in order to secure and advance the health and welfare of the people of England and Wales. The general duty implies a power to share information between NHS bodies and local authorities.</i> • <i>Section 166 of the Social Services and Well-being (Wales) Act 2014 provides for partnership arrangements between local authorities and local health boards.</i> • <i>Paragraph 16 of Schedule 2 to the National Health Service and Community Care Act 1990 provides that NHS Trusts have general powers to do what is necessary or expedient for the purposes of or in connection with the provision of goods and services and similarly will give rise to an implied power to share information.</i> <p>8 Equality of opportunity or treatment</p> <ul style="list-style-type: none"> • <i>Flying Start has been put forth by Welsh Government as a strategy to tackle poverty in Wales. The Flying Start program aims to address the disparities identified and create more equal opportunities amongst individuals from areas identified as being disadvantaged in line with the Equality Act 2010. One of the ways it does this is by providing free childcare to families from areas identified as being disadvantaged and in doing allowing for Equality of Opportunity.</i>
<p>Provision of preventative or occupational medicine, health or social care or treatment, or the management of health or social care systems – Art 9(2)(h)</p> <p>Cardiff and Vale University Health Board (the UHB)</p> <p>Women's Services - Women's Aid</p>	<p><input checked="" type="checkbox"/></p> <p>Special Category data will be processed in order to facilitate social care, the form of child and family support for families, which may be considered at a disadvantage, which is the primary purpose of this program. Special category data may also be processed for the provision of health care, where onward referrals have been made to the Health Board.</p>

5 Personal information to be shared

- 5.1 Only the minimum necessary personal information consistent with the purposes set out in this document can be shared. Anonymised and pseudonymised information should be used where possible.
- 5.2 Information provided by partner organisations will not generally be released to any third party without prior consultation with the originating partner organisation.
- 5.3 An information reference table at Appendix B provides details of the information exchanges associated with this ISP, including the typical categories of information shared, the organisations involved and the parts of the organisation typically involved. As controllers in their own right, partner organisations are responsible for ensuring the appropriate staff have access to personal information that is adequate, relevant and limited to what is necessary for the intended purpose.
- 5.4 The following table sets out the personal information commonly shared to identify data subjects and ensure partner organisations are referring to the same data subject:

Personal identifiers	Select all that apply
Name (including aliases)	<input checked="" type="checkbox"/>
Date of birth	<input checked="" type="checkbox"/>
Address	<input checked="" type="checkbox"/>
Postcode	<input checked="" type="checkbox"/>
Other reference number (eg NHS number, Paris ID)	<input checked="" type="checkbox"/>

6 Data Subjects' Rights

- 6.1 Data protection legislation provides various individual rights for data subjects. Advice on how these rights should be met should be sought from each organisation's Information Governance representative, Data Protection Officer or equivalent. Specific guidance on these rights is available on the Information Commissioner's website; www.ico.org.uk
- 6.2 The following paragraphs refer to key rights associated with sharing personal information.
- 6.3 Unless doing so would risk harm to them or others, or hinder any investigation or legal proceedings, data subjects should be informed how and why their personal information will be processed and who it is shared with (the Right to be Informed). Ideally, this information – often provided in what is commonly referred to as a privacy notice - will be provided at the first point of contact. It can be part of a registration / consent form or a standalone document.
- 6.4 A layered approach is often appropriate. This could involve a high level organisational statement supplemented by specific service level information; for example a website or leaflet and verbal information provided by a practitioner.
- 6.5 Information should be clear and particular care should be taken when relying on consent as the legal basis for sharing information, or where working with children, as there are additional requirements to consider. Further information on the 'Right to be Informed' is available on the Information Commissioner's website; www.ico.org

6.6 For the purposes of this ISP, partner organisations should set out below how they meet the requirements of the Right to be Informed. Ideally, a consistent message will be provided and it may be helpful to agree a standard service level privacy notice.

Name of Organisation	Method of Informing (select any that apply)	Name of document / website	Comments
Cardiff Flying Start	Website <input type="checkbox"/> Leaflet <input type="checkbox"/> Form <input checked="" type="checkbox"/> Verbal <input type="checkbox"/> Other (specify in comments) <input type="checkbox"/>	Cardiff Flying Start Referral form and withdrawal of consent form	A copy of the Referral form and Withdrawal of Consent form used for this program are available in Appendix I
Cardiff Flying Start	Website <input checked="" type="checkbox"/> Leaflet <input type="checkbox"/> Form <input type="checkbox"/> Verbal <input type="checkbox"/> Other (specify in comments) <input type="checkbox"/>	Cardiff Flying Start Privacy Notice	A copy of the Privacy Notice for the Flying Start Service at Cardiff Council is available in Appendix J .
University Health Board	Form <input checked="" type="checkbox"/> Verbal <input checked="" type="checkbox"/>	Family Registration Form (University Health Board)	The Family Registration Form is used by the University Health Board staff to make the initial referral to Cardiff Council for Flying Start services. The family are able to receive a number of services from Flying Start. A copy of the form used is available in Appendix M
University Health Board	Form <input checked="" type="checkbox"/>	Childcare Access Form	Used by UHB staff to indicate that the Flying Start service has been discussed and offered to the individuals. Copies held on PARIS system
Cardiff Council	Form <input checked="" type="checkbox"/>	Speech and Language Team Referral Form	Used for referrals onto Speech and Language Team. Copy available in Appendix N
Cardiff Council	Form <input checked="" type="checkbox"/>	Early Years Forum Referral Form	Used for referrals into the Early Years Service which forms part of Flying Start. This is used by health visitors and childcare placements for children who may have additional learning needs. Copy available in Appendix O

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- 6.7 All participating organisations will have in place policies and procedures to uphold the confidentiality, integrity and availability of personal information with specific reference to the retention, storage and disposal of records.
 - 6.8 Requests for the information referenced in this ISP will be dealt with in accordance with each partner organisation's relevant policies and procedures.
 - 6.9 Each partner organisation will put in place a formal procedure by which data subjects, partner organisations and practitioners can direct any complaints regarding the information sharing documented in this ISP.
 - 6.10 There is an expectation that partners to this ISP will work together to keep all partners informed of any complaints or requests for information received from data subjects or third parties. The partners will also keep each other informed of any problems associated with the information sharing practices documented in this ISP and there is an expectation that they will collaborate to develop and improve these practices.

7 Information security

- 7.1 Each partner organisation must have an appropriate and adequate security framework.
- 7.2 Practitioners carrying out the functions outlined in this ISP should make themselves aware of, and adhere to, their organisation's information security policies and procedures.
- 7.3 A detailed list of agreed methods for the safe and secure transfer of personal information is documented within Appendix B.
- 7.4 All partners must ensure adequate and appropriate training on the subjects of data protection and confidentiality is provided to all staff with access to personal data.

8 Review of this ISP

- 8.1 This ISP will be reviewed two years from signing this document or sooner if appropriate. There is guidance available on the WASPI website about the process for reviewing an ISP.

9 Appendix A – Glossary of Terms

Term	Definition
Data Protection Act 2018	<p>The UK's third generation of data protection law replaces the Data Protection Act 1998. The 2018 Act accepts the standards and obligations set by GDPR and, where GDPR allows, makes specific provisions relevant to the UK.</p> <p>The 2018 Act also transposes EU Data Protection Directive 2016/680 (Law Enforcement Directive) into domestic UK law.</p> <p>It is important the GDPR and the DPA 2018 are read side by side.</p>
Data Protection Officer	<p>Certain categories of organisation, including any public body or authority (except courts in their judicial capacity) are required to designate a suitably qualified Data Protection Officer (DPO). The tasks of the DPO are set out in Article 39 of GDPR.</p>
Data subject	<p>A 'data subject' is an identified or identifiable natural person. Organisations may refer to data subjects as service users, patients, clients, citizens, etc but for consistency, WASPI framework documentation refers to data subjects.</p>
GDPR	<p>The General Data Protection Regulation (GDPR) lays down laws relating to the protection of natural persons with regard to the processing of personal data and rules relating to the free movement of personal data. This Regulation protects fundamental rights and freedoms of natural persons and in particular their right to the protection of personal data.</p>
Law Enforcement Purposes	<p>The purposes of the prevention, investigation, detection or prosecution of criminal offences or the execution of criminal penalties, including the safeguarding against and the prevention of threats to public security. (DPA 2018 Part 3, Chapter 1, Section 31)</p>
Personal data	<p>'personal data' means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.</p>

Personal data about criminal convictions, offences or related security measures	This includes personal data which relates to the alleged commission of offences by the data subject, or proceedings for an offence committed or alleged to have been committed by the data subject or the disposal of such proceedings, including sentencing. (DPA 2018 Section 11(2))
Personal identifiers	A set of basic personal details that allow partner organisations to identify a data subject.
Personal information	Includes information falling within the definition of 'personal data' and information about deceased individuals. Data protection legislation does not apply to information about deceased individuals but such information needs to be treated confidentially and WASPI should be applied to this information.
Practitioner	An inclusive term that refers to those involved in the care, education, welfare of data subjects; ie those who provide a public service.
Processing personal data	'processing' means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.' (GDPR Art 4(2))
Special categories of data / sensitive processing	Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation. (GDPR Art 9(1))
Service user	An inclusive term to describe those people who have contact with service providing organisations within Wales and have information recorded about them. For example: individual organisations may refer to these people as data subjects, patients, clients, lawful representatives, child, parent, carer, sibling, relatives etc.
Responsible Manager	A senior manager within an organisation who has overall responsibility for the area of work related to a specific ISP. It will be their responsibility to ensure that ISPs are disseminated, understood and acted upon by relevant practitioners and that access to personal information is regularly monitored and audited to ensure appropriate access is maintained.
Consent	An informed indication by which the service user signifies agreement and understanding of how personal information relating to them is processed.

RISE	<p>Llamau, Cardiff Women's Aid, BAWSO all come under the umbrella of RISE service.</p> <p>The Flying Start Independent Personal Advisor service aims to support families in partnership with the health visiting and Early Help teams, where they are experiencing Violence against women, Domestic abuse, sexual violence (VAWDASV). The aims of the service are to ensure a high standard of care and continuity of care by providing accurate assessment, care planning, and delivery to individuals experiencing VAWDASV.</p>
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10 Appendix B – Information Reference Table for Flying Start – Ante-Natal

This table sets out the why, what, when and how of information sharing in detail. Guidance on completing this section can be found on the website

	Description	Referral	Onward Referral (If Required)	Report back to referrer
1	<p>Information exchange</p> <p><i>General description of the process or stage to which the information sharing relates.</i></p>	<p>Referral into Flying Start by GP's and midwifery team identifying pregnant women who live within Flying Start boundaries</p>	<p>Onward referral from GP's and midwifery teams to Cardiff Council Flying Start programme for ongoing support and access to group and individual activities.</p>	<p>Information surrounding the support that has been offered is reported back to the Flying Start referrer to ensure appropriate consistency of information throughout the service.</p>
2	<p>What information will be shared?</p> <p><i>Describe the information to be shared – you do not need to go to 'field level' detail.</i></p> <p><u>Please note: Only the minimum and relevant personal information is to be shared and strictly on a case by case basis.</u></p>	<p>Name of Service User Address Date of Birth Expected due date</p>	<p>Name of Service User Address Date of Birth Expected due date Demographic information (all relevant family members) Concerns Needs assessment Health Risks Social Risks Environmental Risks Financial Assessment Current Housing Situation Family Support Vulnerability Language Development Cognitive Development Social and Emotional Development Risks to staff Ethnicity Language Gender</p>	<p>Name of Service User Address Date of Birth Expected due date Demographic information (all relevant family members) Concerns Needs assessment Health Risks Social Risks Environmental Risks Financial Assessment Current Housing Situation Family Support Vulnerability Language Development Cognitive Development Social and Emotional Development Risks to staff Ethnicity Language Gender</p>

3	Partner Organisation(s) <i>Details of provider and recipient organisation(s)</i> <i>Ensure the organisations listed reflect section 2 of the ISP i.e. are all organisations listed in section 2</i>	Referral		Onward Referral (If Required)		Report back to referrer	
		Who by	Who to	Who by	Who to	Who by	Who to
		1. Cardiff and Vale University Health Board	2. Flying Start/Cardiff Council	2. Flying Start/Cardiff Council	1. Cardiff and Vale University Health Board 2. Flying Start/Cardiff Council 3. Cardiff Council 4. RISE	1. Cardiff and Vale University Health Board 2. Flying Start Cardiff Council 3. Cardiff Council 4. RISE	2. Flying Start/Cardiff Council
4	How is information shared and what methods are used to keep the information secure? <i>Provide, in detail the specific agreed secure methods for sharing personal information</i>	Shared access to NHS PARIS system		Shared access to NHS PARIS system Secure encrypted emails are used via the TLS network – using either Cardiff Council secure email or ensuring the email does not leave the original network (NHS or Cardiff Council) Verbal conversations in private rooms		Shared access to NHS PARIS system Secure emails – using either Cardiff Council secure email or ensuring the email does not leave the original network (NHS or Cardiff Council) Verbal conversations in private rooms	
5	Reliance on consent <i>Check the box if any exchange relies on consent and explain how and when consent is obtained. Ensure section 4 of the ISP reflects this legal basis</i>	<input type="checkbox"/> Exchange relies on consent <input checked="" type="checkbox"/> Exchange does not rely on consent		<input type="checkbox"/> Exchange relies on consent <input checked="" type="checkbox"/> Exchange does not rely on consent		<input type="checkbox"/> Exchange relies on consent <input checked="" type="checkbox"/> Exchange does not rely on consent	
6	Notes for Practitioners			PARIS case notes		PARIS case notes	

11 Appendix C – Information Reference Table for Flying Start – Post-Natal

	Description	Referral into Flying Start	Ongoing Care	Research and Analysis
1	<p>Information exchange</p> <p><i>General description of the process or stage to which the information sharing relates.</i></p>	<p>This includes referrals and transfers in to Flying Start generated from Birth Visits and 6 weekly visits and will involve the processing of referrals, assessment, agreeing and implementation.</p>	<p>This includes visits by Health Teams which follow the 'Healthy Child Wales' programme and additional visits where required.</p> <p>Involvement from other teams within Flying Start in care provision would be from Parenting, Child Care, inclusion team and Speech and Language Therapy.</p> <p>Some families are 'referred on' following their engagement with services to the Family Gateway or to Barnardos. The Family Gateway is part of Cardiff Council and Barnardos is contracted to Cardiff Council.</p>	<p>No research or analysis will be taking place as part of this ISP.</p>

	Description	Referral into Flying Start		Ongoing Care	Research and Analysis	
2	<p>What information will be shared?</p> <p><i>Describe the information to be shared – you do not need to go to ‘field level’ detail.</i></p> <p><u>Please note: Only the minimum and relevant personal information is to be shared and strictly on a case by case basis.</u></p>	Name of Service User Address Date of Birth Expected due date or date of child’s birth Any developmental concerns Medical needs		Name of Service User Address Date of Birth Demographic information (all relevant family members) Concerns Needs assessment Health risks Social Risks Environmental Risks Financial Assessments Current Housing Situation Family Support Vulnerability Language Development Cognitive Development Social and Emotional Development Risks to staff Demographic Information Ethnicity Language Gender	No research or analysis will be taking place as part of this ISP.	
3	<p>Partner Organisation(s)</p> <p><i>Details of provider and recipient organisation(s)</i></p> <p><i>Ensure the organisations listed reflect section 2 of the ISP i.e. are all organisations listed in section 2</i></p>	<p>Who by</p>	<p>Who to</p>	<p>Who by</p>	<p>Who by</p>	<p>Who to</p>
		<ol style="list-style-type: none"> Cardiff & Vale University Health Board Cardiff Council including Family Gateway 	<ol style="list-style-type: none"> Flying Start (Cardiff Council) Contracted Childcare Provider. 	<ol style="list-style-type: none"> Flying Start (Cardiff Council) School/Nursery (Cardiff Council) 	Not applicable	Not applicable

	Description	Referral into Flying Start	Ongoing Care	Research and Analysis
4	<p>How is information shared and what methods are used to keep the information secure?</p> <p><i>Provide, in detail the specific agreed secure methods for sharing personal information</i></p>	<p>Shared access to parts of NHS PARIS system.</p> <p>Telephone</p> <p>Verbal conversations in private rooms</p> <p>Manual Files</p> <p>Internal NHS Post</p> <p>Fax (occasionally used by health team)</p> <p>Secure emails via TLS – Majority of partners are part of this secure network (with the exception of some childcare providers) which ensures emails are securely sent using encryption and prevents third parties from intercepting the emails</p>	<p>Shared access to parts of NHS PARIS system necessary for the role.</p> <p>Telephone</p> <p>Verbal conversations in private rooms</p> <p>Manual Files</p> <p>Internal NHS Post</p> <p>Fax (used by health team on occasion)</p> <p>Secure emails via TLS – Majority of partners are part of this secure network (with the exception of some childcare providers) which ensures emails are securely sent using encryption and prevents third parties from intercepting the emails</p>	<p>There will be no research or analysis using personal data.</p> <p>Anonymised data will monitored for trends but this will be strictly de-identified data and it will not be possible to identify any data subjects from the statistics utilised. Cardiff Council monitor trends inform future project and secure future funding from Welsh Government for similar programs.</p>
5	<p>Reliance on consent</p> <p><i>Check the box if any exchange relies on consent and explain how and when consent is obtained. Ensure section 4 of the ISP reflects this legal basis</i></p>	<p><input type="checkbox"/> Exchange relies on consent</p> <p><input checked="" type="checkbox"/> Exchange does not rely on consent</p>	<p><input type="checkbox"/> Exchange relies on consent</p> <p><input checked="" type="checkbox"/> Exchange does not rely on consent</p>	<p><input type="checkbox"/> Exchange relies on consent</p> <p><input checked="" type="checkbox"/> Exchange does not rely on consent</p>

	Description	Referral into Flying Start	Ongoing Care	Research and Analysis
6	Notes for Practitioners	PARIS case notes	PARIS case notes Childcare registers Medical needs Routine audit by NHS to check who is viewing cases on PARIS	

Appendix E – Partner Organisations Signatures

This section should only be completed once the ISP has been assured by a Quality Assurance group. Further information on the ISP development process can be found on the WASPI Website.

13 Appendix F – Flying Start Lower Super Output Areas (LSOA's)

Adamsdown 01

Adamsdown 02

Adamsdown 03

Adamsdown 04

Butetown 01

Butetown 02

Butetown 03

Caerau 02

Caerau 03

Caerau 04

Caerau 06

Caerau 07

Cathays 01

Ely 01

Ely 02

Ely 03

Ely 04

Ely 05

Ely 06

Ely 08

Ely 10

Fairwater 05

Fairwater 07

Fairwater 08

Llanrumney 03

Llanrumney 06

Llanrumney 07

Pontprennau/Old St Mellons 04

Rumney 01

Rumney 02

Rumney 04

Rumney 05

Rumney 06

Trowbridge 04

Trowbridge 08

Trowbridge 09

Trowbridge 10

Pentwyn 02

Pentwyn 03

Pentwyn 05

Pentwyn 08

Riverside 01

Riverside 03

Riverside 08

Splott 03

Splott 06

Splott 08

Ely and Caerau Childrens Centre

Ely and Caerau Childrens Centre, Michaelston Road, Ely, Cardiff, CF5 4SX

Grangetown Nursery School

Grangetown Nursery School, Avondale Road, Grangetown, Cardiff, CF11 7DT

Tremorfa Nursery School

Tremorfa Nursery School, Mona Place, Tremorfa, Cardiff, CF24 2TG

Adamsdown Primary School

Adamsdown Primary School, System Street, Adamsdown, Cardiff, CF24 0JF

Albany Primary School

Albany Primary School, Albany Road, Roath, Cardiff, CF24 3RR

All Saints C.W Primary School

All Saints C.W. Primary School, Ael-Y-Bryn, Llanedeyrn, Cardiff, CF23 9LF

Allensbank Primary School

Allensbank Primary School, Llanishen Street, Heath, Cardiff, CF14 3QE

Baden Powell Primary School

Baden Powell Primary School, Muirton Road, Tremorfa, Cardiff, CF24 2SJ

Birchgrove Primary School

Birchgrove Primary School, Birchgrove Road, Birchgrove, Cardiff, CF14 1RR

Bishop Childs C.W Primary School

Bishop Childs C.W Primary School, Willowbrook Drive, St Mellons, Cardiff, CF3 0AY

Bryn Celyn Primary School

Bryn Celyn Primary School, Bryn Celyn, Pentwyn, Cardiff, CF23 7EH

Bryn Deri Primary School

Bryn Deri Primary School, Cae'r Graig, Radyr, Cardiff, CF15 8RD

Bryn Hafod Primary School

Bryn Hafod Primary School, Blagdon Close, Llanrumney, Cardiff, CF3 4HF

Christ The King R.C Primary School

Christ The King R.C. Primary School, Everest Avenue, Llanishen, Cardiff, CF14 5AS

Coed Glas Primary School

Coed Glas Primary School, Ty Glas Avenue, Llanishen, Cardiff, CF14 5DW

Coryton Primary School

Coryton Primary School, Hollybush Estate, Whitchurch, Cardiff, CF14 7DS

Creigiau Primary School

Creigiau Primary School, Tregarth Court, Creigiau, Cardiff, CF15 9NN

Danescourt Primary School

Danescourt Primary School, Danescourt Way, Danescourt, Cardiff, CF5 2SN

Fairwater Primary School

Fairwater Primary School, Wellwright Road, Fairwater, Cardiff, CF5 3ED

Gabalfa Primary School

Gabalfa Primary School, Colwill Road, Gabalfa, Cardiff, CF14 2QQ

Gladstone Primary School

Gladstone Primary School, Whitchurch Road, Cathays, Cardiff, CF14 3JL

Glan-Yr-Afon Primary School

Glan-Yr-Afon Primary School, Browning Close, Llanrumney, Cardiff, CF3 5NJ

Glyncoed Primary School

Glyncoed Primary School, Glyn Coed Road, Pentwyn, Cardiff, CF23 7DW

Grangetown Primary School

Grangetown Primary School, Bromsgrove Street, Grangetown, Cardiff, CF11 7XS

Greenway Primary School

Greenway Primary School, Llanstephan Road, Rumney, Cardiff, CF3 3JG

Hawthorn Primary School

Hawthorn Primary School, Hawthorn Road East, Llandaff North, Cardiff, CF14 2FL

Herbert Thompson Primary School

Herbert Thompson Primary School, Plymouth Wood Road, Ely, Cardiff, CF5 4XD

Holy Family R.C Primary School

Holy Family RC Primary School, Beechley Drive, Pentrebane, Cardiff, CF5 3SN

Howardian Primary School

Howardian Primary School, Hammond Way, Penylan, Cardiff, CF23 9NB

Hywel Dda Primary School

Hywel Dda Primary School, Cambria Road, Ely, Cardiff, CF5 4PD

Kitchener Primary School

Kitchener Primary School, 1 Kitchener Road, Riverside, Cardiff, CF11 6HT

Lakeside Primary School

Lakeside Primary School, Ontario Way, Lakeside, Cardiff, CF23 6HB

Lansdowne Primary School

Lansdowne Primary School, Norfolk Street, Canton, Cardiff, CF5 1JY

Llandaff C.W. Primary School

Llandaff C.W. Primary School, Hendre Close, Llandaff, Cardiff, CF5 2HT

Llanedeyrn Primary School

Llanedeyrn Primary School, Llanedeyrn Drive, Llanedeyrn, Cardiff, CF23 9JN

Llanishen Fach Primary School

Llanishen Fach Primary School, Heol Uchaf, Rhiwbina, Cardiff, CF14 6SS

Llysfaen Primary School

Llysfaen Primary School, Rowan Way, Lisvane, Cardiff, CF14 0TB

Marlborough Primary School

Marlborough Primary School, Blenheim Road, Roath, Cardiff, CF23 5BU

Meadowlane Primary School

Meadowlane Primary School, Heol Maes Eirwg, St Mellons, Cardiff, CF3 0JZ

Millbank Primary School

Millbank Primary School, Clarke Street, Caerau, Cardiff, CF5 5AL

Moorland Primary School

Moorland Primary School, Moorland Road, Splott, Cardiff, CF24 2LJ

Mount Stuart Primary School

Mount Stuart Primary School, Adelaide Street, Butetown, Cardiff, CF10 5BS

Ninian Park Primary School

Ninian Park Primary School, Virgil Street, Grangetown, Cardiff, CF11 8TF

Oakfield Primary School

Oakfield Primary School, Ferntree Drive, St Mellons, Cardiff, CF3 0AA

Pen-Y-Bryn Primary School

Pen-Y-Bryn Primary School, Dunster Road, Llanrumney, Cardiff, CF3 5TP

Pencaerau Primary School

Pencaerau Primary School, Cyntwell Avenue, Caerau, Cardiff, CF5 5QN

Pentrebane Primary School

Pentrebane Primary School, Beechley Drive, Pentrebane, Cardiff, CF5 3SG

Pentyrch Primary School

Pentyrch Primary School, Bronllwyn, Pentyrch, Cardiff, CF15 9QL

Peter Lea Primary School

Peter Lea Primary School, Carter Place, Fairwater, Cardiff, CF5 3NP

Pontprennau Primary School

Pontprennau Primary School, Heol Pontprennau, Pontprennau, Cardiff, CF23 8LL

Radnor Primary School

Radnor Primary School, Radnor Road, Canton, Cardiff, CF5 1RB

Radyr Primary School

Radyr Primary School, Park Road, Radyr, Cardiff, CF15 8DF

Rhiwbeina Primary School

Rhiwbina Primary School, Lon Ucha, Rhiwbina, Cardiff, CF14 6HL

Rhydypenau Primary School

Rhydypenau Primary School, Fidlas Avenue, Cyncoed, Cardiff, CF14 0NX

Roath Park Primary School

Roath Park Primary School, Pen-Y-Wain Road, Roath, Cardiff, CF24 4BB

Rumney Primary School

Rumney Primary School, Barmouth Road, Rumney, Cardiff, CF3 3HD

Severn Primary School

Severn Primary School, Severn Road, Canton, Cardiff, CF11 9DZ

Springwood Primary School

Springwood Primary School, Pennsylvania, Llanedeyrn, Cardiff, CF23 9LS

St Alban's R.C Primary School

St. Albans R.C. Primary School, Mona Place, Tremorfa, Cardiff, CF24 2TG

St Bernadette's R.C Primary School

St Bernadettes Primary School, Brynheulog, Pentwyn, Cardiff, CF23 7JB

St Cadoc's Catholic Primary School

St Cadocs Primary School, Shaw Close, Llanrumney, Cardiff, CF3 5NX

St David's C.W Primary School

St Davids Primary School, Bryn Celyn, Pentwyn, Cardiff, CF23 7ED

St Fagan's C.W Primary School

St Fagans Primary School, Drope Road, Ely, Cardiff, CF5 4SZ

St Francis RC Primary School

St Francis Primary School, Wilson Road, Ely, Cardiff, CF5 4JL

St John Lloyd R.C Primary School

St John Lloyd R.C. Primary School, Cemaes Crescent, Trowbridge, Cardiff, CF3 1TA

St Joseph's R.C Primary School

St Josephs Primary School, 204 North Road, Gabalfa, Cardiff, CF14 3BL

St Mary The Virgin C.W Primary School

St Mary The Virgin Primary School, North Church Street, Butetown, Cardiff, CF10 5HB

St Mary's Catholic Primary School

St Marys Primary School, Wyndham Crescent, Canton, Cardiff, CF11 9EF

St Mellons C.W Primary School

St Mellons Primary School, Dunster Road, Llanrumney, Cardiff, CF3 5TP

St Monica's C.W Primary School

St Monicas Church In Wales School, Whitchurch Road, Cathays, Cardiff, CF14 3JL

St Patrick's R.C Primary School

St Patricks Primary School, Lucknow Street, Grangetown, Cardiff, CF11 6NA

St Paul's C.W Primary School

St Pauls Primary School, Oakley Place, Grangetown, Cardiff, CF11 7EU

St Peter's R.C Primary School

St Peters Primary School, Southey Street, Roath, Cardiff, CF24 3SP

St Philip Evans R.C Primary School

St Philip Evans Primary School, Coed-Y-Gores, Llanedeyrn, Cardiff, CF23 9NX

Stacey Primary School

Stacey Primary School, Stacey Road, Roath, Cardiff, CF24 1DW

Thornhill Primary School

Thornhill Primary School, Heol Hir, Thornhill, Cardiff, CF14 9LA

Ton-Yr-Ywen Primary School

Ton-Yr-Ywen Primary School, Maes-Y-Coed Road, Heath, Cardiff, CF14 4HG

Tongwynlais Primary School

Tongwynlais Primary School, Merthyr Road, Tongwynlais, Cardiff, CF15 7LF

Tredegarville C.W Primary School

Tredegarville Primary School, Glossop Road, Adamsdown, Cardiff, CF24 0JT

Trelai Primary School

Trelai Primary School, Bishopston Road, Caerau, Cardiff, CF5 5DY

Trowbridge Primary School

Trowbridge Primary School, Brynbala Way, Trowbridge, Cardiff, CF3 1SX

Whitchurch Primary School

Whitchurch Primary School, Erw Las, Whitchurch, Cardiff, CF14 1NL

Willowbrook Primary School

Willowbrook Primary School, Sandbrook Road, St Mellons, Cardiff, CF3 0ST

Windsor Clive Primary School

Windsor Clive Primary School, Grand Avenue, Ely, Cardiff, CF5 4HX

Ysgol Bro Eirwg

Ysgol Bro Eirwg, Ridgeway Road, Llanrumney, Cardiff, CF3 4AB

Ysgol Glan Ceubal

Ysgol Glan Ceubal, Colwill Road, Gabalfa, Cardiff, CF14 2QQ

Ysgol Glan Morfa

Ysgol Glan Morfa, Moorland Road, Splott, Cardiff, CF24 2LJ

Ysgol Gymraeg Coed-Y-Gof

Ysgol Gymraeg Coed-Y-Gof, Beechley Drive, Pentrebane, Cardiff, CF5 3SG

Ysgol Gymraeg Melin Gruffydd

Ysgol Gymraeg Melin Gruffydd, Glan-Y-Nant Road, Whitchurch, Cardiff, CF14 1AP

Ysgol Gymraeg Nant Caerau

Ysgol Gymraeg Nant Caerau, Caerau Lane, Caerau, Cardiff, CF5 5QZ

Ysgol Gymraeg Pwll Coch

Ysgol Gymraeg Pwll Coch, Lawrenny Avenue, Leckwith, Cardiff, CF11 8BR

Ysgol Gymraeg Treganna

Ysgol Gymraeg Treganna, Sanatorium Road, Canton, Cardiff, CF11 8DG

Ysgol Gynradd Gwaelod Y Garth Primary School

Ysgol Gynradd Gwaelod Y Garth, Main Road, Gwaelod-Y-Garth, Cardiff, CF15 9HJ

Ysgol Gynradd Gymraeg Hamadryad

Ysgol Gynradd Gymraeg Hamadryad, Virgil Street, Grangetown, Cardiff, CF11 8TF

Ysgol Gynradd Gymraeg Pen-y-Groes

Ysgol Gynradd Gymraeg Pen-y-Groes, Bryn Celyn, Pentwyn, Cardiff, CF23 7EH

Ysgol Mynydd Bychan

Ysgol Mynydd Bychan, New Zealand Road, Gabalfa, Cardiff, CF14 3BR

Ysgol Pen Y Pil

Ysgol Pen Y Pil, Glan-Y-Mor Road, Trowbridge, Cardiff, CF3 1RQ

Ysgol Pencae

Ysgol Pencae, Highfields, Llandaff, Cardiff, CF5 2QA

Ysgol Y Berllan Deg

Ysgol Y Berllan Deg, Circle Way East, Llanedeyrn, Cardiff, CF23 9LD

Ysgol Y Wern

Ysgol Y Wern, Llangranog Road, Llanishen, Cardiff, CF14 5BL

Greenhill School

Greenhill School, Heol Brynglas, Rhiwbina, Cardiff, CF14 6UJ

Meadowbank School

Meadowbank School, Colwill Road, Gabalfa, Cardiff, CF14 2QQ

Riverbank School

Riverbank Special School, Vincent Road, Caerau, Cardiff, CF5 5AQ

The Court School

The Court Special School, Station Road, Llanishen, Cardiff, CF14 5UX

The Hollies School

The Hollies Special School, Brynheulog, Pentwyn, Cardiff, CF23 7XG

Ty Gwyn School

Ty Gwyn Special School, Vincent Road, Caerau, Cardiff, CF5 5AQ

15 Appendix H - Flying Start Registered Childcare Settings

Darling Buds
Bryn Celyn/Pen-Y-Groes
Pentwyn
Cardiff
CF23 7EH

Buttercups Day Nursery
Lamby Way
Cardiff
CF3 2EP

Cylch Meithrin Caerau
Trelai Park
Colin Way
Caerau
CF5 5AJ

Cylch Meithrin Maes Y Morfa
Stacey Road
Cardiff
CF24 1DR

Cylch Meithrin Pili Pala
Rumney Rugby Club
Heartland Road
Ely
CF5 5DD

Darling Buds
Seaway House
55 Bute Street
CF10 5AH

Ely and Caerau Children's Centre
Michaelston Road
Cardiff
CF5 4SX

Darling Buds St John Lloyd
Bryn Bala Way
Trowbridge
Cardiff
CF3 1TA

Little Angels – Riverside
Ninian Park road
Cardiff
CF11 6HW

Little People Llanrumney
St Cadocs RC Primary School
Shaw Close
Cardiff
CF3 5NX

Parachutes - St Mellons Hub
Crickhowell Road
Cardiff
CF3 0EX

First Steps Trelai
Trelai Primary School
Bishopston Road
Cardiff
CF5 5DY

First Steps Windsor Clive
Windsor Clive Primary School
Grand Avenue
Cardiff
CF5 4HX

Fledglings
The Beacon Centre,
Harrison Drive
CF3 0PJ

Little Angels - Fun Start
St Mary the Virgin
North Church Street
CF10 5HB

Happy Days
Adamsdown Primary School
System Street
CF24 0JF

Little Angels - Adamsdown
Howard Gardens
Cardiff
CF23 0EF

Darling Buds Western
Leisure Centre
Caerau Lane
CF5 5HJ

Crown House
365-372 Cowbridge Road West
Ely
Cardiff
CF5 5BY

Darling Buds Greenway
Greenway Primary School
Llanstephan Road
Rumney
CF3 3JG

Parachutes Playgroups Holy Family
Beechley Drive
Fairwater
Cardiff
CF5 3SN

Little Angels Tiny Tigers
Mount Stuart
Adelaid Street
Cardiff
CF10 5BS

Parachutes Playgroups Power House
Roundwood
Llanedeyrn
Cardiff
CF23 9PN

Parachutes Playgroups St Francis
St Francis RC Primary School
Wilson Road
CF5 4JL

Little Angels Herbert Thompson
Herbert Thompson Primary School
Plymouthwood Road
CF5 4XD

Rainbow Crèche
Salvation Army
Aberthaw Road
CF5 4HB

Shirenewton Playgroup
Shirenewton Gypsy and Travellers Site
Wentlog Road
Cardiff
CF24 2YE

Twinkle Stars @ The Willows
Willows Avenue
Tremorfa
Cardiff
CF24 2YE

Tiny Tots
Rumney Memorial Hall
Wentlog Road
CF3 3EA

Woodville Road Playgroup and
Nursery
Crwys Road
Cardiff
CF24 4NB

Cylch Meithrin Trelai
Mill Park,
Plymouthwood Road
Ely
Cardiff
CF5 4DD

16 Appendix I – Referral Form



Cardiff Flying Start

Referral Form

Referral Details	
Organisation and service being referred to:	
Purpose of referral:	
Date of referral:	
Referral made by (Staff name and organisation name):	

Please read the information below and insert a tick into the box.

I am aware that my child's information and my information will be shared with the named organisation(s) for the purposes of making a referral to receive additional support.

In order for Flying Start at Cardiff Council to make referrals to other organisations on your behalf, we rely on Article 6 (1) (e) of UK GDPR which states that we will process your personal data to carry out a task in the public interest or in the exercise of official authority in our capacity as a public body.

By ticking the above box, you are aware that Cardiff Council will share relevant and particular information about you and your child/children (as named below) with the appropriate agency or agencies for the purpose of meeting your child's, or your family's needs. Your worker will talk to you about any referrals that are going to be made and the reasons why before going ahead.

We are obliged by law to share information if it is anticipated that a child will be at risk of serious harm, abuse or neglect.

Further information on how your data is used and shared can be obtained in the Flying Start Privacy Notice visit <https://www.flyingstartcardiff.co.uk/cardiff-flying-start-privacy-notice/> or by emailing cardiff.flyingstart@cardiff.gov.uk

Top copy to F.S. Central Office 2nd copy to H.V. 3rd copy retain



Child's Details	
Surname:	
First Name(s):	
Primary Address:	
Postcode:	Date of birth: DD/MM/YYYY
Flying Start Reference number:	6 8 1
Preferred name (if different)	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Siblings	No. of children under 4 years old: _____ No. of children under 4 years old: _____

Parent/Primary Carer's details

First Name: _____

Surname: _____

Daytime Telephone Number: _____

Mobile Number: _____

Top copy to F.S. Central Office 2nd copy to H.V. 3rd copy retain



Is an interpreter required to support communication? (Please circle) YES NO

Name of Referrer: Job Title:.....
 Office Base:..... Tel:.....
 Mobile:..... Email:.....

Reason for referral plus any additional information:.....

Print name: _____
 Signed: _____ Date: _____
 (Mother / Father / Step mother / Step father / Other family member / Other relative/Other) -Please circle

Your personal data is processed in accordance with the UK GDPR and Data Protection Act 2018. For further information on how your personal data is processed, please visit <https://www.flyingstartcardiff.co.uk/cardiff-flying-start-privacy-notice/>

For further information on how Cardiff Council process personal data, view the full Privacy Notice here; www.cardiff.gov.uk

Top copy to F.S. Central Office 2nd copy to H.V. 3rd copy retain

17 Appendix J – Privacy Notice



Cardiff Flying Start Privacy Notice

Cardiff Flying Start is a service provided by Cardiff Council in conjunction with our partner organisations. This Privacy Notice is intended for customers of Cardiff Flying Start and is designed to give you information about how we process information.

All personal data is processed in line with the UK GDPR and Data Protection Act 2018.

Flying Start aims to make a decisive difference to the life chances of children by mitigating the impact of poverty, which is linked to poor life outcomes in early childhood, including health outcomes. The Programme comprises of four entitlements which provide:

- Free quality, part-time childcare for 2-3 year olds;
- An intensive health visiting service;
- Access to parenting support; and
- Support for speech, language and communication development.

Through a multidisciplinary team approach, which identifies all of the needs of the child and their family and provides prudent and proportionate interventions, Flying Start aims to ensure that:

- Children are healthy and thriving;
- Families are capable and coping; and
- Flying Start children are reaching potential.

What personal data we collect about you and why?

We collect the following personal data:

- Identifying information such as your full name and your child's full name
- Details such as your child's date of birth or expected due date,
- Contact details, including home address, telephone numbers and email address
- Relevant reference numbers such as NHS number

Special Category data we collect consists of,

- Racial/ Ethnic Origin
- Religious beliefs
- Physical and/or mental health information, such as information relating to cognitive and emotional development
- Demographic information, which can include information about family members and area lived in, where required by a relevant service
- Gender
- Financial Information where relevant
- Any other information necessary for the provision of Flying Start services

This information is collected for the purpose of delivering relevant support to eligible families who have agreed to take part in the program.

Where you have provided us with personal data about other individuals, such as family members or dependants, please ensure that those individuals are aware of the information contained within this notice.

How we will use your personal data

Your personal data will be used to;

- Contact you regarding the provision of services which come under Flying Start. This includes childcare arrangements and support services such as parenting support and/or assistance with additional learning needs
- Carry out referrals to partner organisations who will provide the support service required
- Comply with our legal and regulatory obligations as a Local Authority
- For statistical research purposes, in order to improve the delivery of our future services (in this instance your data will be anonymised)

Organisations we share your personal data with

Your personal data will be shared with our partner organisations, who are part of the Flying Start Program. This information will be shared for the purpose of providing support services and includes;

- Cardiff and the Vale Health Board (the UHB)
- Welsh Government (no personal data is shared – only anonymised statistics)
- Contracted and Registered Childcare settings
- Women's Aid
- RISE
- Llamau
- Your child's school

In each case we will only share data to the extent that we consider the information is reasonably required for these purposes.

How long we keep your personal data

We will only keep your personal data for as long as we need to in order to fulfil the purpose(s) for which it was collected and for so long afterwards as we consider may be required to deal with any questions or complaints that we may receive, unless we elect to retain your data for a longer period to comply with our legal and regulatory obligations.

More details can be found on the [Council's retention schedule](#)



Our lawful basis for the use of your personal data

Our lawful bases for processing your personal data are as follows:

- Public Task - We will process your personal data to carry out a task in the public interest or in the exercise of official authority in our capacity as a public body
- Vital Interests - In order to protect the vital interests of the data subject or another natural person in the event of an emergency or where safeguarding concerns arise

Your rights

Cardiff Council would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The right to access – You have the right to request Cardiff Council for copies of your personal data.

The right to rectification – You have the right to request that Cardiff Council correct any information you believe is inaccurate. You also have the right to request Cardiff Council to complete the information you believe is incomplete.

The right to erasure – You have the right to request that Cardiff Council erase your personal data, under certain conditions.

The right to restrict processing – You have the right to request that Cardiff Council restrict the processing of your personal data, under certain conditions.

The right to object to processing – You have the right to object to Cardiff Council's processing of your personal data, under certain conditions.

The right to data portability – You have the right to request that Cardiff Council transfer the data that we have collected to another organization, or directly to you, under certain conditions.

You can obtain further information about these rights from the [Information Commissioner's Office](#) or via their telephone helpline 0303 123 1113.

Other Privacy Notices

For further information on how Cardiff Council processes personal data, please refer to the full Privacy Notice here;

https://www.cardiff.gov.uk/ENG/Home/New_Disclaimer/Pages/default.aspx

Cardiff and the Vale Health Board <https://cavuhb.nhs.wales/training-area/privacy-policy/>

Llanmau <https://www.llanmau.org.uk/Pages/FAQs/Category/privacy-policy>

Updating this notice

We may update this notice periodically. Where we do this we will inform you of the changes and the date on which the changes take effect.

Contacting Data Protection

If you require further information about the processing of your personal data, please contact the Data Protection Officer.

Data Protection Officer

Information Governance Team
County Hall
Atlantic Wharf
Cardiff
CF10 4UW

dataprotection@cardiff.gov.uk

Appendix K – Fair Processing Notice (Leaflet)



A guide explaining how information relating to children and young people is shared between agencies in Cardiff

This leaflet is designed to explain how your personal information is used when you access the services and support offered by Flying Start Cardiff.

Can information be shared about me/my child without my knowledge?

Yes. There are some circumstances when information about you or your child can be shared without your knowledge.

This can happen when there is a legal requirement to do so.

For example, in instances where we think that a child/young person is, or is likely to suffer harm or for the prevention and detection of crime.

What are my rights?

Your personal data is processed in accordance with the UK GDPR and Data Protection Act 2018.

This means we will process your data lawfully and ensure your data protection rights are adhered to.

Information will be shared on a strictly need to know basis and for the purpose specified.

Any agencies/organisation that receives your information under a legal obligation to ensure it is handled securely and in line with the law.

Under the Data Protection Act 2018, you have the following rights:

- Access information
- Rectify & Erase information (in certain circumstances)
- Withdraw your consent (where consent is the lawful basis)
- Data Portability
- Restrict Processing (in certain circumstances)
- Object (in certain circumstances)
- Rights in relation to automated decision making and profiling



Organisations and agencies in Cardiff share information about children & young people. By doing so it will help us to provide you with the support and services that you or your child may need.

This leaflet has been put together to help answer any questions or concerns you may have concerning information held on you under the Data Protection Act 2018 and with reference specifically to Flying Start.

What is information sharing?

Information Sharing is the exchange of personal data between a agencies/organisations and staff.

Who are the agencies/organisations that we share information with?

Agencies/organisations that may share information include:-

- Health Services
- South Wales Police
- Housing Associations
- Schools
- Departments within the Council e.g Education, Childrens Services, Adult Services, Housing
- Voluntary Organisations

Can I see the information you have on me/my child?

Yes, under the Data Protection Act 2018 you have the right of access.

This means you can request the information we hold on you, by submitting a Subject Access Request.

You can do this online via the Council's website;

www.cardiff.gov.uk/dataprotection

Alternatively, you can ask the professional you are working with for an "individual Rights Request Form". Once you have correctly completed this application from the organisation must respond within 30 days

If you wish to submit your request in writing, please write to the following address:

Data Protection Officer
Information Governance Team
County Hall
Atlantic Wharf
Cardiff
CF10 4UW



Llywodraeth Cymru
Welsh Government



What information would be kept on me and/or my child?

The type of personal data these agencies hold include:

- Name, address, date of birth
- The agency/organisation working with you/your child
- Reports/assessments about you/your child
- Information about support you/your child may be receiving
- Information about support you/your child may need

How would information be stored?

Your information will be kept securely at all times in line with the requirements of data protection legislation.

When would information be shared?

Your information may be shared with external organisations where it is identified you and/or your child may benefit from the support offered. These include be organisations who are part of the Flying Start program.

The sharing of your personal data and your rights under the UK GDPR Data Protection Act 2018 will be explained to you in this Leaflet and our Privacy Notice.

What is our lawful basis for processing your information?

Our lawful basis for the processing (which includes the sharing) of your personal data is:

- Public Task - We will process your personal data to carry out a task in the public interest or in the exercise of official authority in our capacity as a public body
- Vital Interests - In order to protect the vital interests of the data subject, or another natural person in the event of an emergency, or where safeguarding concerns arise.

We like to ensure that we are reaching all sections of the community. If you would like this information in another language please contact us on:

Tel: 029 20351380

Or by post at:

Cardiff Flying Start
PO Box 1139
Cardiff
CF11 1WS

আমরা বাতে সমাজের সব স্তরে পৌঁছাতে পারি তা আমরা নিশ্চিত করতে চাই। আপনি যদি এই তথ্যটি অন্য আর একটি ভাষায় পেতে চান অনুগ্রহ করে আমাদের সঙ্গে যোগাযোগ করুন।

我們希望確保我們可以接觸社會的各個階層。如果您想要資訊的其他語言版，請聯絡我們。

Chelli bychom zajisti, abychom informovali vsechny slozky komunity. Pokud byste chelli tyto informace v jinem jazyce, kontaktujte nas prosim.

Chielibymy się upewnić, że docieramy do wszystkich grup społecznych. Jeżeli chieliby Państwo uzyskać te informacje w innym języku, prosimy o kontakt.

Rydym eisiau sicrhau ein bod yn gallu helpu pob rhan o'r gymuned. Os hoffech chi gael yr wybodaeth mewn iaith arall cysylltwch â ni ar:

Ffôn: 029 20351380

Neu drwy'r post:

**Dechrau'n Deg Caerdydd
Ystafell Harlech
Y Ganolfan Gynadledda
Eastmoors Road
Caerdydd CF24 5RR**

Waxaanu jecel nahay in aan hubino in aan gaari kamo dhammaan qaybaha bulshada.

Haddii aad jeclaan laheyd macluumaadkan oo luuqad kale ah fadlan nafa soo xiriir.

إنتا نود التأكد من وصولنا إلى كافة شرائح المجتمع. إذا كنت تريد الحصول على نسخة من هذه المعلومات بلغة أخرى، فترجو الاتصال بنا.

بم معاشرے کے ہر طبقے تک اپنی پہنچ کو یقینی بنانا چاہتے ہیں۔ اگر آپ کو یہ معلومات دیگر زبان میں چاہئے تو برائے مہربانی ہم سے رابطہ کریں۔

18 Appendix L – List of GP Surgeries in Cardiff and the Vale of Glamorgan

Practice Name	Practice Address
Meddygfa Albany Surgery	219-221 City Road Plasnewydd Cardiff CF24 3JD
Meddygfa Canna Surgery	27 Wyndham Crescent Canton Cardiff CF11 9EE
4 Corporation Road	4 Corporation Road Grangetown Cardiff CF11 7AT
Albert Road Surgery	Albert Road Penarth Vale of Glamorgan CF64 1BX
Birchgrove Surgery	Caerphilly Road Birchgrove Cardiff CF14 4QJ
Bishops Road Medical Practice	1 Bishops Road Whitchurch Cardiff South Glamorgan CF14 1LT
Brynderwen Surgery	Crickhowell Road St Mellons Cardiff CF3 0EF
Butetown Medical Practice	Plas Iona Loudoun Square Butetown Cardiff CF10 5HW
Caerau Lane Surgery	Caerau Lane Ely Cardiff CF5 5HJ
Cardiff Bay Surgery	Cambridge Street Grangetown Cardiff CF11 7DJ
Cardiff Health Access Practice	Cardiff Royal Infirmary Glossop Road Cardiff CF24 0SZ
Cathays Surgery	137 Cathays Terrace Cathays Cardiff CF24 4HU
Clare Road Medical Centre	148 Clare Road Grangetown Cardiff CF11 6RW
Clifton Surgery	151-153 Newport Road Roath Cardiff CF24 1AG
Cloughmore Medical Centre	19 South Park Road Splott Cardiff CF24 2LU
Court Road Surgery	29 Court Road Barry Vale of Glamorgan CF63 4YD
Cowbridge and Vale Medical Practice	The Health Centre, The Broad Shoard, Cowbridge, Vale of Glamorgan CF71 7DA
Crwys Medical Centre	Wedal Road Heath Cardiff CF14 3QX
Cyncoed Medical Centre	Dartington Drive Pontprennau Cardiff CF23 8SQ
Danescourt Surgery	4 Rachel Close Danescourt Cardiff CF5 2SH
Dinas Powys Medical Centre	Murch Road Dinas Powys Vale of Glamorgan CF64 4RE
Ely Bridge Surgery	23 Mill Road Ely Cardiff CF5 4AD
Eryl Surgery	Station Road Llantwit Major Vale of Glamorgan CF61 1ST
Fairwater Health Centre	Plasmawr Road Fairwater Cardiff CF5 3JT
Four Elms Medical Centre	Sterling Close Pengam Green Cardiff CF24 2HB
Grange Medical Practice	Bishop Street Grangetown Cardiff CF11 6PG
Grangetown Health Centre	45 Cambridge Street Grangetown Cardiff CF11 7DJ

Greenmount Surgery	25 Church Road Caerau Cardiff CF5 5LQ
Highlight Park Medical Practice	Lakin Drive Highlight Park Barry Vale of Glamorgan CF62 8GP
Kings Road Surgery	180 Kings Road Canton Cardiff CF11 9DQ
Llan Health Care	Maelfa Llanedeyrn Cardiff CF23 9PN
Llandaff Fields Medical Practice	Canton Court Wellington Street Cardiff Riverside CF11 9SH
Llandaff North Medical Centre	99 Station Road Llandaff North Cardiff CF14 2FD
Llandaff Surgery	19a High Street Llandaff Cardiff CF5 2DY
Llanishen Court Surgery	Llanishen Cardiff CF14 5YU
Meddygfa Lansdowne Surgery	Sanatorium Road Canton Cardiff CF11 8DG
Meddygfa Llwynceilyn Practice	Park Road Surgery Park Road Whitchurch CF14 7EZ
North Cardiff Medical Practice	Excalibur Drive Thornhill Cardiff CF14 9BB
North Road Medical Practice	182 North Road Gabalfa Cardiff CF14 3XQ
Radyr Medical Centre	Rectory Close Radyr Cardiff CF15 8EW
Redlands Surgery	Redlands Road Penarth Vale of Glamorgan CF64 3WX
Roath House Surgery	100 Penylan Road Penylan Cardiff CF23 5RH
Roathwell Surgery	116 Newport Road Roath Cardiff CF24 1YT
Rumney Primary Care Centre	Barmouth Road Rumney Cardiff CF3 3LG
Saltmead Medical Practice	107 Clare Road Grangetown Cardiff CF11 6QQ
St Davids Court Surgery	68A Cowbridge Road East Canton Cardiff CF11 9DU
St Isan Road Surgery	46 St Isan Road Heath Cardiff CF14 4UU
Stanwell Surgery	Stanwell Road Penarth Vale of Glamorgan CF64 3XE
Station Road Surgery	15-16 Station Road Penarth Vale of Glamorgan CF64 3EP
Sully Surgery	25 South Road Sully Penarth Vale of Glamorgan CF64 5TG
Taff Riverside Practice	Wellington Street Cardiff Riverside South Glamorgan CF11 9SH
The City Surgery	187 City Road Plasnewydd Cardiff CF24 3WD
The Penylan Surgery	72-74 Penylan Road Penylan Cardiff CF23 5SY
The Practice of Health	31 Barry Road Barry Vale of Glamorgan CF63 1BA
The St David Medical Centre	Pentwyn Drive Pentwyn CF23 7SD

Vale Group Practice	Ravenscourt Surgery, 36-38 Tynewydd Road Barry Vale of Glamorgan CF62 8AZ
Waterfront Medical Centre	Heol Y Llongau Barry Vale of Glamorgan CF63 4AR
West Quay Medical Centre	Hood Road Barry Vale of Glamorgan CF62 5QN
Western Vale Family Practice	The Health Centre, The Broad Shoard, Cowbridge, Vale of Glamorgan CF71 7DA
Westway Surgery	1 Wilson Road Ely Cardiff CF5 4LJ
Whitchurch Road Surgery	210 Whitchurch Road Heath Cardiff CF14 3NB
Whitchurch Village Practice	Park Road Surgery Park Road Whitchurch CF14 7EZ
Willowbrook Surgery	5 Strathy Road St Mellons Cardiff CF3 0SH
Woodlands Medical Centre	1 Greenfarm Road Ely Cardiff CF5 4RG

Appendix M – Family Registration Form (University Health Board) – Used by Health Visitors for initial referral to Cardiff Council for childcare placements



FAMILY REGISTRATION FORM

Child's Details		PARIS ID	FS School Catchment
Name		DOB	MF
NHS number		Address	
Postcode		Telephone number	
Disability: Yes / No		Ethnicity (See list below)	
Parent/ Carer's Details 1	PARIS ID	Parent/ Carer's Details 2	PARIS ID
Name	DOB	Name	DOB
NHS number	M/F	NHS number	M/F
Address		Address	
Postcode		Postcode	
Telephone number		Telephone number	
E mail		E mail	
Relationship to child		Relationship to child	
Disability or <u>long term</u> health problem? Yes / No		Disability or <u>long term</u> health problem? Yes / No	
Ethnicity (See list below)		Ethnicity (see list below)	
Ethnicity:			
White: Welsh / Other British / Irish / Any other white background			
Black or Black British: Caribbean/ African/ Any other Black background			
Mixed: White and Black Caribbean: White and Black /African /Any other mixed background			
Asian or Asian British: Indian /Pakistani /Bangladeshi /Chinese /Any other Asian background			
Other ethnic group: Arab Gypsy/Romany/Irish Traveller/ Any other background			
Main language spoken in the home: English <input type="checkbox"/> Welsh <input type="checkbox"/> Other <input type="checkbox"/>			
Preferred language of communication: English <input type="checkbox"/> Welsh <input type="checkbox"/>			
Information Sharing			
Cardiff Council is the data controller for the personal information you provide on this form. Your information will be used in the exercise of our official authority and will not be used for any other purpose. If required, to identify the needs of individual children and families to ensure you receive appropriate services and safeguarding, the Flying Start Team/Cardiff Council may share your data securely with the following organisations under our data sharing agreement with them: Welsh Government, Cardiff & The Vale University Health Board, childcare providers, Early Years Inclusion Team (Cardiff Council).			
The programme will be monitored and evaluated by Cardiff Council and Welsh Government to help provide an effective provision of services for you and your child/ren.			
Data protection law describes the legal basis for our processing your data as necessary for the performance of a public task. For further information about how Cardiff Council uses your personal data, including your rights as a data subject, please see our corporate privacy notice on our website: Privacy Notice (cardiff.gov.uk)			
By signing/agreeing to the Flying Start Registration Form I agree with the information recorded within it, and agree to participate in the chosen activities that will best support my child/ren and work together with the appropriate agencies within the Flying Start Team.			

I understand that I have the right to withdraw from the programme at any time by writing to Cardiff.flyingstart@cardiff.gov.uk who will be responsible for contacting all members of the Flying Start Team on my behalf as well as informing other involved professionals.

For further information please contact 029 20 351 380 or email us at Cardiff.flyingstart@cardiff.gov.uk

I wish to receive the following services from Flying Start (as required) and understand that the information gathered will be used and shared for the above purposes

Health Childcare Early Language Development Parenting

Print name: Signature: Date:

Relationship to child: Mother/Father/Carer/Guardian/Other

Print name: Signature: Date:

Relationship to child: Mother/Father/Carer/Guardian/Other

Name/Role of professional completing form: Date:

Appendix N- Speech and Language Referral Form

Please send this form to: Flying Start SLT Admin, East Moors Road, Cardiff, CF24 5RR
Please note that we cannot accept incomplete forms. Please ensure you enclose Wellcomm sheets.



Cardiff Flying Start
SPEECH AND LANGUAGE TEAM REFERRAL FORM
For use by FS Childcare Settings Only

1. Child's Details

Name of Child		PARIS No	
Known As		Date of Birth	
Address			

Language(s) Spoken at Home			
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Term in Childcare <small>circle as appropriate</small>	1	2	3	AM or PM Session- <small>circle as appropriate</small>	AM	PM
Name of Setting						

2. Parents Details

Name of Parent			
Address			
Phone Number			
Language Spoken		Interpreter Required	Yes/No
Parental Responsibility	Yes/No		
Name of Parent			
Address (if different to above)			
Phone Number			
Language Spoken		Interpreter Required	Yes/No
Parental Responsibility	Yes/No		
Is the child cared for by anyone else? <small>Please provide details</small>			
Parental responsibility	Yes/No		

Please send this form to: Flying Start SLT Admin, East Moors Road, Cardiff, CF24 5RR
Please note that we cannot accept incomplete forms. Please ensure you enclose Wellcomm sheets.

3. Referrer Details

Name		Role	
Email		Phone Number	

4. Childcare Views

What are your concerns for this child? *Please give as much information as possible. Use additional sheet if required.*

What has helped so far?

What would you like to happen as a result of this referral?

5. Wellcomm Scores

Please send this form to: Flying Start SLT Admin, East Moors Road, Cardiff, CF24 5RR
 Please note that we cannot accept incomplete forms. Please ensure you enclose WellComm sheets.

Please complete as applicable indicating all section scores and colour codes.
 Please note that depending on child's age, not all sections will be applicable:

		Section (score out of 10)	Colour
Term 1:	Section 4		
	Section 3		
	Section 2		
	Section 1		
Term 2:	Section 5		
	Section 4		
	Section 3		
	Section 2		
Term 3:	Section 1		
	Section 6		
	Section 5		
	Section 4		
	Section 3		
	Section 2		
	Section 1		

Is this child known to the Inclusion team:	Yes/No
	If yes, Date Referred:

****Please attach a copy of all WellComm score sheets***

Please send this form to: Flying Start SLT Admin, East Moors Road, Cardiff, CF24 5RR
 Please note that we cannot accept incomplete forms. Please ensure you enclose WellComm sheets.

Parents Views

What are your child's strengths?
Do you have any concerns about your child's communication?
If yes, is there anything that works well in helping your child communicate?
What would you like to happen as a result of this referral?
Is there anything you think is useful for us to know?

11. Childcare / School

Is your child currently attending playgroup, childminder or school?	<u>YES</u> / NO
If YES please give further details <u>e.g.</u> name and address of setting, days attending, times - am/pm etc	
Are you considering Welsh Provision?	YES / NO

12. Home Visit information

Is there any relevant information needed to be known in relation to a home visit? YES / NO
 If YES please specify below e.g. dogs, difficult location, access issues, parking, smoking etc

13. Evidence

Please list the evidence to support this referral in notifying the Local Authority the child may have Additional Learning Needs and the primary area of the ALN (e.g. Spa, Waikaranga, Communication Plan, clinic letter, health report, Treatment Plan, clinical observations and screening baseline data)

Equal Opportunities Monitoring: This information is confidential and used solely for monitoring purposes

NATIONALITY
 Please state your Nationality / Wladod oedd Ceidrolaeydd

ETHNIC ORIGIN: Please tick one box

WHITE	BLACK	MIXED RACE
British <input checked="" type="checkbox"/>	British <input type="checkbox"/>	White and Black African <input type="checkbox"/>
Welsh <input type="checkbox"/>	African <input type="checkbox"/>	White and Asian <input type="checkbox"/>
Scottish <input type="checkbox"/>	Caribbean <input type="checkbox"/>	White and Black Caribbean <input type="checkbox"/>
Irish <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>
Northern Irish <input type="checkbox"/>	If Other, please specify: _____	If Other, please specify: _____
English <input type="checkbox"/>		
Gypsy or Irish Traveller <input type="checkbox"/>		
Other <input type="checkbox"/>		
If Other, please specify: _____		
Any Other background, not listed	CHINESE OR OTHER FAR EASTERN	ASIAN
Arab <input type="checkbox"/>	British <input type="checkbox"/>	British <input type="checkbox"/>
Other <input type="checkbox"/>	Chinese <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>
If Other, please specify: _____	Other <input type="checkbox"/>	Indian <input type="checkbox"/>
	If Other, please specify: _____	Pakistani <input type="checkbox"/>
		Other <input type="checkbox"/>
		If Other, please specify: _____

EARLY YEARS FORUM DATA PROTECTION DISCLAIMER

The Early Years Forum is an integrated pathway where professionals from health and education work together to provide support for children with additional learning needs (ALN).

The Early Years Forum is made up of a number of professionals employed by different services. In order to progress with the referral it may be necessary to obtain information from professionals and organisations involved with the child. All personal data is processed in accordance with the UK GDPR and Data Protection Act 2018.

We are obliged by law to disclose information regardless of consent or otherwise or where it is unsafe or impossible to gain consent or consent has been refused, and without information being shared, it is anticipated a child will be at risk of serious harm, abuse or neglect.

For further information on how your data is processed, please refer to the Privacy Notices below:

- https://www.cardiff.gov.uk/ENG/Home/New_Disclaimer/Pages/default.aspx
- https://www.valeofglamorgan.gov.uk/en/our_council/Website-Privacy-Notice.aspx

By signing this form, you agree to receiving support offered by the Early Years Forum.

Declining to sign any part of this form will not affect your child and family's rights or entitlement to services in any way

I have been informed by the referrer about the Early Years Forum & what this referral means.

Yes / No

I am aware that information concerning my child will be discussed at the Early Years Forum.

Yes / No

Signature of parent/carer: _____

Name of parent/carer: _____ Date: _____