

# Iaith Athrawon Yfory Incentive Scheme – academic year 2019/20

Iaith Athrawon Yfory Incentive Scheme – academic year 2019/20  
Guidance notes for claimants and ITE providers

## Guidance

Guidance document no: 204/2019  
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# laith Athrawon Yfory Incentive Scheme – academic year 2019/20

**Audience** Students commencing a secondary postgraduate ITE programme in September 2019 enabling them to teach through the medium of Welsh and initial teacher education (ITE) providers in Wales.

**Overview** This document provides information on the laith Athrawon Yfory incentives. It outlines what funding is available, eligibility and how payments will be made. The incentive scheme supports the Cymraeg 2050 Welsh language strategy, the Welsh Government's long-term approach to achieving the target of a million Welsh speakers by 2050.

**Action required** Eligible persons will be required to submit appropriate forms as detailed in this guidance.

**Further information** Enquiries about this document should be directed to:

Initial Teacher Education Team  
The Education Directorate  
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Cathays Park  
Cardiff  
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e-mail: [ITEIncentives@gov.wales](mailto:ITEIncentives@gov.wales)



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Mae'r ddogfen yma hefyd ar gael yn Gymraeg.  
This document is also available in Welsh.

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## Summary

The Welsh Ministers have powers under sections 14-17 of the Education Act 2002 to provide financial assistance for the promotion of the recruitment or retention of teachers or non-teaching staff.

Iaith Athrawon Yfory Incentive Scheme 2019 (2019 No. 09) (“the Scheme”) was made by the Welsh Ministers in the exercise of their powers on 8 May 2019. A copy of the Scheme is attached at Annex A to this guidance note. The Scheme makes provision for the Welsh Ministers to pay grants to secondary postgraduate ITE students, studying their programme through the medium of Welsh or training to teach Welsh as a subject.

The Iaith Athrawon Yfory Incentive Scheme supports the Cymraeg 2050 Welsh language strategy, the Welsh Government’s ambition to increase the number of Welsh teachers and the target of a million Welsh speakers by 2050.

This is guidance as referred to in paragraph 3 of the Scheme and is designed to assist anyone administering the Scheme and those applying for grant under it. This guidance applies to postgraduate students in Wales who between 1 September 2019 and 31 August 2020 commence a secondary Postgraduate ITE programme, enabling them to teach through the medium of Welsh or Welsh as a subject, leading to Qualified Teacher Status (QTS). The ITE programme must be accredited by the Education Workforce Council’s (EWC) Teacher Education Accreditation Board.

This guidance is issued by the Welsh Government and provides information on the Iaith Athrawon Yfory incentive. It outlines source of funding available, eligibility criteria and how payments will be made. The guidance does not itself establish what funding is available, eligibility or other grant conditions – these are set out in the Scheme which should be read alongside this guidance for confirmation of grant availability.

# **1. Iaith Athrawon Yfory Incentive Scheme in Wales: academic year 2019/20 – overview**

1.1 This section offers a brief overview of the Iaith Athrawon Yfory Incentive Scheme in Wales for courses starting between 1 September 2019 and 31 August 2020. It does not cover every aspect; full information on eligibility and conditions are set out in the sections below.

1.2 The Iaith Athrawon Yfory Incentive Scheme includes grants by way of incentives to eligible persons who complete a secondary postgraduate ITE programme in Wales that enables them to teach through the medium of Welsh or Welsh as a subject (“training grants”). The course must lead to Qualified Teacher Status (QTS), start between 1 September 2019 and 31 August 2020, and be accredited by the EWC’s Teacher Education Accreditation Board.

1.3 Training grants for postgraduate ITE courses in Wales starting between 1 September 2019 and 31 August 2020 are as follows:-

- (i) £2,500 for eligible persons on completion of an eligible secondary postgraduate ITE programme in Wales leading to QTS;
- (ii) £2,500 for eligible persons on successful completion of induction at a maintained Welsh-medium or bilingual secondary school or teaching Welsh in any maintained secondary setting in Wales.

1.4 No grant will be paid to a person unless they have made an application to the Welsh Ministers, care of the Welsh Government, in an approved format. Eligible persons must be asked by their ITE provider to complete the relevant forms.

## **2. Training grants**

### **Eligibility for training grants**

2.1 The training grants are available to eligible persons starting secondary postgraduate ITE programmes in Wales between 1 September 2019 and 31 August 2020<sup>1</sup>. The courses must lead to QTS and must be accredited by the EWC's Teacher Education Accreditation Board. The training grants are available for both full-time and part-time courses.

2.2 The Welsh Ministers have discretion not to pay a training grant to persons who have been accepted onto a Welsh eligible programme after the intake target for that course, as notified by the EWC, has been reached. Students should seek confirmation from their provider that they are not affected by this.

2.3 To be eligible for a training grant, a person must:-

- (a) have undertaken an eligible programme in Wales which commenced on or after 1 September 2019 but prior to 1 September 2020. An eligible programme is a programme which leads to QTS and enables the eligible person to teach through the medium of Welsh or Welsh as a subject;
- (b) be an eligible student;
- (c) not already be a qualified teacher;
- (d) not be employed to teach at a school or other institution as a teacher;
- (e) not be a participant in training organised under an employment-based teacher training scheme;
- (f) have successfully completed an eligible programme and obtained QTS in accordance with the School Teachers' Qualifications (Wales) Regulations 2012 which are in force at the time; and
- (g) have successfully completed induction within three years, following award of QTS, in one of the following induction settings; a maintained Welsh-medium or bilingual secondary school, or teaching Welsh in any maintained secondary setting in Wales, as required under the Education (Induction Arrangements for School Teachers) (Wales) Regulations 2015.

### **What grants should be paid**

2.4 To be eligible for the training grant of up to £5,000, a person must be undertaking training on a secondary postgraduate ITE programme which

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<sup>1</sup> If an ITE partnership required students to attend a school before ITE began formally, provided that the course formally started after 31 August 2019, that would not make them ineligible for the training grant.

commenced between 1 September 2019 and 31 August 2020. The training grant of £5,000 will be paid in two instalments to eligible persons.

- (a) The first payment of £2,500 will be paid on successful completion of an eligible secondary postgraduate ITE programme in Wales leading to QTS. The programme will enable the eligible person to teach through the medium of Welsh or Welsh as a subject.
- (b) The second payment of £2,500 will be paid upon successful completion of induction in a maintained Welsh-medium or bilingual secondary school or teaching Welsh in any maintained secondary setting in Wales.

2.5 Individuals who are eligible for a training grant and leave a postgraduate ITE course before its completion will not be entitled to any grant.

2.6 Training grants for students resuming a course, or starting a course where entry has been deferred, will also be paid in two instalments (as detailed in para 2.4).

### **When the payments should be made**

2.7 Both payments will be made by the Welsh Government to eligible persons on receipt of completed claim forms at the appropriate times.

2.8 In order to claim the training grant, eligible persons must:-

- (a) within one year of successfully obtaining QTS, submit the relevant claim form securely and electronically to the Welsh Government; and
- (b) within one year of successfully completing their induction period, (as specified in 2.4) submit the relevant claim form electronically to the Welsh Government. This claim form should be sent to the Welsh Government from a secure e-mail account of the school where induction was completed.

2.9 If a student has been on long-term sick leave or has suspended their studies but resumes their course to complete the time they have missed, they will be eligible for funding on completion of an eligible course, and on successful completion of induction (as specified in para 2.4). Claimants will only remain eligible for the training grant if the deferment of their course is no longer than one academic year. This is subject to the provisions of paragraph 2.11.

### **How the training grants should be paid**

2.10 Eligible persons will receive training grant payments from the Welsh Government. Payments will be made on receipt of the appropriately completed claim forms. Eligible persons will also need to submit a completed vendor details form to the Welsh Government by **31 March 2020** to enable prompt payment on receipt of their first claim. Eligible persons will be responsible for requesting the vendor details form from the Welsh Government.

2.11 The first payment will be paid on completion of a relevant secondary postgraduate ITE programme in Wales leading to QTS. Eligible persons are required to submit a claim form to the Welsh Government within one year of

successfully obtaining QTS. The second payment will be made on successful completion of induction in a maintained Welsh-medium or bilingual secondary school or teaching Welsh in any maintained secondary setting in Wales. Eligible persons are required to submit a claim form to the Welsh Government within one year of successfully completing their induction period.

2.12 ITE providers are required to sign a declaration on the first claim form to confirm that the individual has undertaken a secondary postgraduate ITE programme during academic year 2019-20 and successfully obtained QTS to enable them to teach through the medium of Welsh or Welsh as a subject. Welsh Government will require a list of authorised signatories from each ITE provider by **1 June 2020**, to ensure that forms are appropriately signed.

2.13 Head teachers, Deputy Head teachers or Heads of Department are required to sign a declaration on the second claim form to confirm that the teacher concerned has successfully completed induction in a maintained Welsh-medium or bilingual secondary school or teaching Welsh in any maintained secondary setting in Wales. The school must submit the claim form securely via e-mail to the Welsh Government, on behalf of the claimant.

2.14 **Important:** Eligible persons will need to request a vendor details form and claim forms by e-mailing the ITEIncentives@gov.wales mailbox. Electronic versions of the forms will then be issued by the Welsh Government. Eligible persons must keep their forms in order to claim both parts of the training grant.

## **Method of making payments**

2.15 Eligible persons will receive the training grant from the Welsh Government. Eligible persons must request the claim forms and vendor details form from the Welsh Government via the mailbox at para 2.14. Payment will be made directly to the eligible person's bank account, once appropriately completed forms are received.

2.16 The first claim form (for completion on award of QTS) must be signed by an authorised signatory from the ITE provider and the second claim form (for completion on successful completion of induction period) must be signed by the appropriate school.

2.17 All completed forms should be submitted securely via e-mail to the Welsh Government mailbox (para 2.14).

## **Recovery of grants paid**

2.18 The Welsh Ministers have powers to recover grants paid, in whole or in part. They have discretion about whether to exercise those powers and will consider all cases on their merits.

2.19 Cases where these powers might be exercised by the Welsh Ministers will be where:-

- (a) the recipient has provided in, or in connection with, his or her application for a grant, information which is false or materially misleading; or
- (b) there is firm evidence that the recipient had never intended to complete the course or, having completed it, to enter teaching.

## **Information**

2.20 You acknowledge that we are subject to the requirements of the Freedom of Information Act 2000 (the “FOIA”), the Environmental Information Regulations 2004 (the “EIR”) and the Data Protection Act 2018 (the “DPA”).

2.21 You acknowledge that we are responsible for determining in our absolute discretion whether:

- (i) to disclose any information which we have obtained under or in connection with the Funding to the extent that we are required to disclose such information to a person making a disclosure request under the FOIA or the EIR; and/or
- (ii) any information is exempt from disclosure under the FOIA or the EIR.

### **3. Frequently asked questions**

#### **Training grants in Wales**

##### **What is the total value of this training grant?**

3.1 Up to £5,000 is available under the Iaith Athrawon Yfory (IAY) Incentive Scheme.

##### **Is the training grant taxable?**

3.2 Our understanding is that the training grant is not taxable. However, claimants should speak to HM Revenue and Customs for advice about their individual position.

##### **What will be the effect of the training grant on other student support?**

3.3 For students who want student finance based on household income, a training grant is not considered as part of your income, and should not be included when working out taxable unearned income.

##### **What will be the effect of the training grant on benefits?**

3.4 There is no hard and fast rule here - it will depend on what sort of income is taken into account in assessing entitlement to the particular benefit in question. The Department for Work and Pensions can provide further advice.

##### **Will the training grant trigger loan repayments?**

3.5 Loan repayments may be triggered when claimants are earning a salary as a teacher - as in any other job.

##### **How is the training grant paid?**

3.6 Providing all the relevant eligibility criteria have been met, payment is made in two instalments directly from the Welsh Government to the claimant's bank account. The payment is made separately from regular salary payments.

##### **Are the training grants pensionable?**

3.7 No.

##### **Are teachers eligible for the training grant if their teaching post whilst completing induction is at an independent school, sixth form college, or Further Education Institution?**

3.8 No. For the purposes of claiming the training grant, the claimant must have completed induction in a maintained Welsh-medium or bilingual secondary school or by teaching Welsh in any maintained secondary setting in Wales.

##### **I gained Qualified Teacher Status through an employment-based route – am I eligible for the training grant?**

3.9 No. Teachers who gain Qualified Teacher Status through employment-based routes are not eligible to receive the training grant.

# Annex A: Iaith Athrawon Yfory Incentive Scheme 2019

## EDUCATION WALES 2019 NO. 09

### Overview

IAITH ATHRAWON YFORRY INCENTIVE SCHEME 2019 provides a financial incentive for Initial Teacher Education (ITE) students commencing a secondary Postgraduate ITE programme in September 2019 enabling them to teach through the medium of Welsh or Welsh as a subject.

### Background

1. The Welsh Ministers have powers to provide financial assistance under sections 14-17 of the Education Act 2002 for the promotion of the recruitment or retention of teachers or non-teaching staff. Iaith Athrawon Yfory Incentive Scheme 2019 ("this Scheme") is made in the exercise of those powers.
2. This Scheme comes into effect on 1<sup>st</sup> September 2019 and applies in relation to Wales.
3. The Welsh Ministers may issue non-statutory guidance on this Scheme under section 10 of the Education Act 1996 to assist students and accredited providers who exercise any function under this Scheme.
4. This document seeks to set out a brief outline of how this Scheme will operate and the purpose for which the grant will be paid.

### Summary of the Scheme

5. This Scheme makes provision for the Welsh Ministers to pay grants to secondary postgraduate ITE students, studying their programme through the medium of Welsh or Welsh as a subject.
6. Payment will be by way of up to two instalments, to eligible persons, on completion of an eligible postgraduate ITE secondary programme in Wales leading to Qualified Teacher Status (QTS). The programme will enable the eligible person to teach through the medium of Welsh or Welsh as a subject. The first instalment may be claimed once QTS is awarded. A further instalment is available upon successful completion of induction in a maintained Welsh-medium or bilingual secondary school or teaching Welsh in any maintained secondary setting in Wales.

### Interpretation

7. Except where the context otherwise requires, for the purpose of this Scheme –

“accredited postgraduate teacher training programme” (*“rhaglen hyfforddi athrawon ôl-raddedig achredig”*) means a programme accredited by the Education Workforce Council’s (EWC) Teacher Education Accreditation Board<sup>1</sup> established pursuant to regulation 5 of the EWC (Accreditation of Initial Teacher Training) (Wales) Regulations 2017;

“employed” (*“cyflogedig”*) means employed under a contract of employment or engaged to provide services otherwise than under a contract of employment and “employment” (*“cyflogaeth”*) shall be construed accordingly;

“employment-based teacher training scheme” (*“cynllun hyfforddi athrawon ar sail cyflogaeth”*) means a scheme made under Regulation 8 of the School Teachers’ Qualifications (Wales) Regulations 2012 or under any amended or replacement scheme;

“qualified teacher status” (*“statws athro cymwysedig neu statws athrawes gymwysedig”*) means a person who is a qualified teacher within the meaning given to it by section 132(1) of the Education Act 2002: that is to say “a person who satisfies requirements specified in regulations”<sup>2</sup> made under section 132 of that Act from time to time.

“bilingual” (*“dwyieithog”*) means English/Welsh for providers in Wales.

“eligible programmes” (*“Rhaglenni cymwys”*) means a programme which:

(a) is a full-time, part-time or flexible secondary postgraduate ITE programme leading to Qualified Teacher Status, which is accredited by the EWC’s Teacher Education Accreditation Board, and

(b) satisfies at least one of the following criteria:

- leads to a formal certificate in Welsh or bilingual education;
- does not lead to a formal certificate in Welsh or bilingual education but is designed to enable students to teach bilingually;
- requires the trainee to study and achieve professional studies module through the medium of Welsh as recorded in the HESA Student Record.<sup>3</sup>

“eligible student” (*“myfyriwr cymwys”*) means a person who qualifies for support under Regulations made under section 22 of the Teaching and Higher Education Act 1998 currently in force as they apply to that course<sup>4</sup>;

“flexible course” (*“cwrs hyblyg”*) means that the length and pattern of the course is determined by reference to the student’s experience and training;

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<sup>1</sup> Referred to in the Education Workforce Council (Accreditation of Initial Teacher Training) (Wales) Regulations 2017 as the Accreditation of Initial School Teacher Training Committee.

<sup>2</sup> The Regulations currently in force being the School Teachers’ Qualifications (Wales) Regulations 2012 (S.I. 2012/724 (W.96).

<sup>3</sup> This refers to the module field ‘MODSBJ’ and the bilingual ITT marker ‘BITTM’ in the HESA student record.

<sup>4</sup> The Regulations which currently apply the provision of support to students in relation to academic year running from 1 September 2019 to 31 August 2020 are the Education (Student Support) (Wales) Regulations 2018 (SI 2018 No. 191 (W. 42)). These Regulations will remain extant for academic year 2019/20.

“Induction setting” (“Lleoliad ymsefydlu”) means, for the purpose of this scheme, maintained schools in Wales and non-maintained special schools in Wales. Independent schools in Wales are included providing they meet the specified criteria under regulation 7, Paragraph 3 of the Education (Induction Arrangements for School Teachers) (Wales) Regulations 2015; and

“relevant claim form” (“ffurflen hawlio berthnasol”) means the form that the Welsh Ministers may from time to time require an applicant to complete in order to apply for a grant under this scheme.

### **Incentive grants**

8. The Welsh Ministers may pay grants to persons who are eligible to receive such grants under the Scheme (“training grants”) by way of incentives to persons who satisfy the requirements of paragraph 10.
9. Grants made available under this Scheme are subject to the conditions set out in paragraphs 13 to 15.

### **Eligibility for training grants**

10. To be eligible for this training grant, a person must:-

- (a) have undertaken an eligible programme in Wales which commenced on or after 1 September 2019 but prior to 1 September 2020. An eligible programme is a programme which leads to QTS and enables the eligible person to teach through the medium of Welsh or Welsh as a subject;
- (b) be an eligible student;
- (c) not already be a qualified teacher;
- (d) not be employed to teach at a school or other institution as a teacher;
- (e) not be a participant in training organised under an employment-based teacher training scheme;
- (f) have successfully completed an eligible programme and obtained QTS in accordance with the School Teachers' Qualifications (Wales) Regulations 2012 which are in force at the time; and
- (g) have successfully completed induction within three years, following award of QTS, in one of the following induction settings; a maintained Welsh-medium or bilingual secondary school, or teaching Welsh in any maintained secondary setting in Wales, as required under the Education (Induction Arrangements for School Teachers) (Wales) Regulations 2015.

11. If a person meets the eligibility criteria described in paragraph 10, in order to claim the training grant a person must:-

- (a) within one year of successfully obtaining QTS, submit the relevant claim form to the Welsh Government;
- (b) within one year of successfully completing their induction period, submit the relevant claim form to the Welsh Government.

12. Eligible persons for this incentive scheme are also entitled to claim other teacher training incentives<sup>5</sup> providing they meet the eligibility criteria of those schemes in the academic year of study.

### **Conditions**

13. No grant will be paid under paragraphs 8 and 9 to a person unless he or she has made an application to the Welsh Ministers in such form, at such time and containing such particulars as the Welsh Ministers may determine.

14. The Welsh Ministers may at its discretion not pay a training grant to persons accepted onto an eligible programme after the intake target for that course has been reached (as notified by the EWC).

15. The Welsh Ministers may require any grant paid in pursuance of paragraph 8 and 9 to be repaid in whole or in part if:-

- (c) the recipient has provided in, or in connection with, his or her application for a grant, information which is false or materially misleading;
- (d) there is firm evidence that the recipient had never intended to complete the course or, having completed it, to enter teaching.

### **Payment of grant**

16. Grants under paragraph 8 and 9 will be paid in two instalments in arrears and at such times as the Welsh Ministers may determine, and the Welsh Ministers may in particular determine that the two instalments may be payable by specific dates which are after the person has successfully completed QTS and induction.

### **Administration**

17. The Welsh Government will administer the scheme. Trainees will be responsible for supplying evidence of award of QTS and induction when completing the relevant claim form.

18. Claim forms will need to be submitted to the ITEIncentives@gov.wales mailbox.

Signed on behalf of Welsh Ministers



**Kirsty Williams AM**  
Minister for Education

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<sup>5</sup> The Initial Teacher Education incentives currently available are [Welsh Government teacher training incentives for PGCE students.](#)

## Annex B: Process and payments timeline

September 2019	<p>Secondary postgraduate ITE programmes commence.</p> <p>ITE providers must ensure that all eligible persons receive a copy of the guidance above and in sufficient time to read it before they make their first claim.</p>
March 2020	<p>Eligible persons to request vendor details form from the Welsh Government and submit completed forms to the Welsh Government by <b>31 March 2020</b>. Claim forms will be issued by the Welsh Government with the vendor details form.</p>
June 2020	<p>ITE providers must provide the Welsh Government with a list of authorised signatories for QTS claims (academic year 2019/20) by <b>1 June 2020</b>.</p>
From June 2020	<p>Completed claim forms to be submitted to the Welsh Government, on award of QTS.</p>
<b>Within 3 years of award of QTS</b>	<p>Second claim form to be submitted to the Welsh Government, on successful completion of induction period, in one of the following induction settings; a maintained Welsh-medium or bilingual secondary school, or teaching Welsh in any maintained secondary setting in Wales.</p> <p>Completed claim forms to be submitted within one year of successfully completing induction period. The claim form must be submitted securely via e-mail to the Welsh Government by the claimant's employer school, on behalf of the claimant.</p>

## Annex C

### Privacy Notice – Welsh Government Iaith Athrawon Yfory Incentive Scheme

In accordance with General Data Protection Regulation (GDPR) which came into force on 25 May 2018, this notice sets out what the Welsh Government does with the Iaith Athrawon Yfory Incentive related information that it receives.

The information in this notice will be kept under review to incorporate any further changes communicated by the Information Commissioner's Office.

#### 1. Background

The Welsh Government provides a wide range of grant schemes to help deliver our policies and create a fairer, more prosperous Wales. The Welsh Government will receive information on the individuals participating in the **Iaith Athrawon Yfory Incentive Scheme in Wales**.

Upon receipt of the information you give on the claim application form, the Welsh Government becomes the data controller.

#### 2. What information is received by the Welsh Government?

Personal information that will be collected and held includes:

- ✓ Some personal information about you, such as:
  - Name
  - Address
  - E-mail Address
  - Date of birth
  - Bank details
  - ITE course and provider
  - Student number

#### 3. What is the Welsh Government doing with your information?

The Welsh Government is the 'data controller' for any personal data you provide in relation to your grant/claim application or request for grant funding.

In our remit as the data controller, the Welsh Government uses the information received for the below purposes. These purposes are necessary and in accordance with GDPR Article 6(1)(e) where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Controller:-

a. For Incentive Scheme purposes:-

- ✓ To inform, influence and improve policies in relation to postgraduate ITE secondary programmes and Welsh Language
- ✓ To help monitor and target funding effectively

b. For Funding purposes (carried out in a way to ensure you are eligible for the Training Grant and accurate information is received to make payment):-

- ✓ The data above will be used to assess your eligibility for funding
- ✓ The data will be used to undertake checks for the purposes of preventing fraud and money laundering
- ✓ The data will be used to check your identity
- ✓ The data will be used to help monitor and target funding effectively

#### 4. Who does the Welsh Government share your information with?

Information held by the Welsh Government about you may be shared where the law allows or with a 3<sup>rd</sup> party supplier who has been contracted to act on the Welsh Government's behalf.

Persons or Organisations that the Welsh Government share your personal information with:

- ✓ Fraud prevention agencies

The Welsh Government will only provide data for a specific purpose and for a limited time period, after which the organisation must confirm that it has been destroyed.

#### 5. How long will we keep this data?

If your claim application is successful, your information will be kept by the Welsh Government for a maximum of 7 years after the date of which all conditions relating to the grant award have been met and all payments have been made. Following that period, hardcopy data will be shredded and electronic data deleted.

#### 6. Your rights under the GDPR

You have the right to:

- ✓ Have access to the personal data that the Welsh Government are processing about you;
- ✓ Require the Welsh Government to rectify inaccuracies in that data;
- ✓ The right (in some circumstances) to object to processing on grounds relating to your particular situation;
- ✓ The right to restrict processing (in some circumstances);
- ✓ Lodge a complaint with the Information Commissioner who is the independent regulator for data protection.

For further information about the information which the Welsh Governments holds and its use, or if you wish to exercise your rights under the GDPR, please contact the Welsh Government. Alternative contact is the Information Commissioner's Office. Details below:

	<b>Data Protection Officer:</b>	<b>Information Commissioner's Office</b>
Address:	Welsh Government	Wycliffe House

	Cathays Park CARDIFF CF10 3NQ	Water Lane Wilmslow Cheshire SK9 5AF
Telephone:	0300 0604400	029 2067 8400 (Wales helpline) or 0303 123 1113 (UK helpline)
Email Address / Website:	Data.ProtectionOfficer@gov.wales	www.ico.gov.uk