

RESETTLEMENT PROGRAMME (PSSU) PRIVACY NOTICE

The wording in this document reflects the requirements of the General Data Protection Regulation (GDPR) effective from the 25th May 2018.

TCBC Service Area:	Public Service Support Unit
Work area:	Equalities, Cohesion and Community Safety
Contact Details:	Christopher.hunt@torfaen.gov.uk
Privacy Notice Name:	Resettlement Programme (PSSU)

Data controller:

Torfaen County Borough Council
C/o Civic Centre
Pontypool
NP4 6YB

Data Protection & Information Governance Officer:

Susan Bullock
01633 647467
Email: dpa@torfaen.gov.uk

1) Have we sourced your personal data, directly from you?

No, it was shared with the Council.

As part of the Home Office resettlement programme, Torfaen County Borough Council (as host local authority), receives information from the Home Office on each case. This information is collated by the UNHCR at the point of registering for resettlement.

2) What information does the Council collect about you?

The Council processes a range of information about you.

This includes;

- Name
- Date of Birth
- Address
- Gender
- Age
- Ethnicity
- Religion

Privacy Notice (V 1.0 Live)

Personal background
Medical

The Council may collect this information via a third party

We store information within a secure IT database which is provided by Civica, which has ISO 27001 certification.

3) Why does the Council process your personal data?

Necessary to fulfil the tasks in the public interest or exercise of authority vested in the Council

For example, the information is utilised to provide the appropriate level of support for each family relocated into the borough. This includes, but is not limited to, developing holistic post arrival support plans involving services such as health and education and the commissioned support provider.

4) Special categories of personal data:

This includes, Name, Date of Birth, Gender, Age, Ethnicity, Religion

We can process this category of data because:

The data subject gave explicit consent

At registration stage consent will have been obtained by each principle applicant (head of household) by the United Nations High Commissioner for Refugees. This consent includes the sharing of medical health reports (with appropriate health professions) and sharing of the above data with the receiving host authority.

5) Who has access to your data?

Your information (in part) may be shared internally with key personal such as education, social services, and community safety partners.

The Council shares your data with third parties including the service providers commissioned to deliver aspects of support for refugee post resettlement, these includes the case worker support provider and ESOL home tuition provider.

Is the Data transferred out of the EEA?

No

6) How does the Council protect data?

The Council has internal policies in place to ensure the data it processes is not lost, accidentally destroyed, misused or disclosed. Furthermore data is not accessed by employees except in the performance of their duties.

Where the Council engages third parties to process personal data on its behalf, they do so on the basis of written instructions. These third parties are also under a duty of confidentiality and are obliged to implement appropriate measures to ensure the security of data.

7) How long does the Council keep your data?

The Council will hold your personal data only for the period that is necessary (up to 5 years post resettlement) and will follow organisational and Local Authority standards in this area.

We will keep your information in line with our Local Authority retention schedules.

8) Are we making automated decisions/profiling with your data?

No

Your rights

You have a number of rights you can exercise:

- access and obtain a copy of your data on request
- require the Council to change incorrect or incomplete data
- under certain circumstances you can require the Council to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- to know the period of time that the data will be stored for
- the right to data portability
- the right to withdraw your consent at any time
- the right to lodge a complaint with a supervisory authority (Information Commissioners Office)
- the consequences of if you fail to provide data to the Council
- the existence of and automated decision-making, including profiling and the consequences of this for you.

If you would like to exercise any of these rights, please contact;

Chris Hunt (Community Cohesion Coordinator)

Equalities, Cohesion and Community Safety, PSSU

Torfaen County Borough Council

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DOCUMENT CONTROL

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REVISION HISTORY

Issue Date	Version / Status	Reason for Change	Changed By:
May 2018	1.0 Live	Form created to achieve GDPR Compliance	Sue Bullock