

PN141 - Gwent Regional Partnership Board PRIVACY NOTICE

Torfaen County Borough Council is committed to protecting your privacy when you use our services. This Privacy Notice is designed to give you information about the data we hold about you, how we use it, your rights in relation to it and the safeguards in place to protect it.

TCBC Service Area:	Adults & Communities
Work area:	Gwent Regional Partnership Team
Contact Details:	gwentregionalpartnershipboard@torfaen.gov.uk
Privacy Notice Name:	Gwent Regional Partnership Board (RPB) Website

Data Controller:

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

If you wish to raise a concern about the handling of your personal data, please contact the **Data Protection Officer** using the details below:

Tel: 01495 762200
Email: dpa@torfaen.gov.uk

As set out in the Partnership Arrangements (Wales) Regulations 2015, local authorities and local health boards are required to establish Regional Partnership Boards (RPB) to manage and develop services to secure strategic planning and partnership working. The Gwent RPB operates across the 5 Local Authorities (Torfaen, Blaenau Gwent, Caerphilly, Newport, and Monmouthshire) to ensure effective services, and care and support is in place to best meet the needs of their respective population. The RPB website provides an online area to the community to access information about the Gwent RPB, keep up to date with its work, take part in consultations and to make contact RE: questions and queries.

1) Who provides your data to the Council?

The personal information we process is provided to us directly by you. In order to answer any questions or queries we will require your personal information and will pass this on to the relevant local authority and service area. If you have contacted us to provide views on any consultations, we will note your comments

and feedback and may ask which area of Gwent you reside. We will not however use any of your personal information within our reporting.

2) How does the Council collect this information:

- Electronic forms, online forms, and paper forms upon request (including surveys and consultations)
- Telephone calls
- Video calls
- Emails
- Social Media
- Video conference / meetings (including transcription if used for minuting purposes)
- In-person meetings / events

3) What information does the Council collect about you?

The Gwent Regional Partnership Board collects:

- Name, address, telephone number, e-mail address (if provided)
- Date of birth
- Gender
- Any information contained within queries/responses provided by you
- Any information contained within meetings, events or conferences (virtually and in person) pertaining to the lived experience of housing, health and social care support and services

4) Why does the Council process your personal data?

Under Article 6 of the UK General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information is:

(e) We need it to perform a public task.

5) Special categories of personal data:

Under Article 9 of the UK General Data protection Regulation (GDPR)

(g) Reasons of substantial public interest (with a basis in law)

On occasions we may seek to capture data relating to equalities. In these instances, all special categories of data will be anonymised. Please be aware that due to the nature of responses, in some instances your identity could be potentially disclosed.

6) **Who has access to your data?**

Your data is shared internally only with the appropriate staff where it is necessary for the performance of their roles.

Your data may also be shared externally with organisations for the purposes of identifying a suitable person/s to respond to your questions or queries. These organisations are Data Controllers in their own right and how they process your information will be covered within their own Privacy Notices.

These may include, but not be limited to:

- Torfaen County Borough Council
- Caerphilly County Borough Council
- Monmouthshire County Council
- Newport City Council
- Blaenau Gwent County Borough Council
- Care providers commissioned by Gwent local authorities.
- Third sector organisations that provide care and voluntary services
- Llais Cymru
- Aneurin Bevan University Health Board

Anonymised statistical information may be shared with Welsh Government to determine the success of a project however this will not identify an individual.

Anonymised data may also be shared externally with organisations for the purpose of improving housing, health and social care services and support and themes about the lived experience of community may be used in internal and external reporting. This will only be done where there is a formal Data Sharing Agreement in place.

Apart from where previously stated, we do not pass your details to third parties unless we are lawfully required to do so.

Is the Data transferred out of the UK?

No

7) **How does the Council keep your data secure?**

The Council has internal policies in place to ensure the data it processes is not lost, accidentally destroyed, misused, or disclosed. Access to this data is restricted in accordance with the Council's internal policies and in compliance with the UK GDPR.

Data will be stored securely in:

- Electronic storage in a secure network drive

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.

8) How long does the Council keep your data?

The Council will hold your personal data only for the period that is necessary and will follow organisational and Local Authority standards in this area. At the end of the retention period the Council will securely destroy or dispose of the data in line with retention schedules.

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

No

Your rights

You have a number of Rights you can exercise:

- Access - to obtain a copy of your data on request
- Rectification – to require the Council to change incorrect or incomplete data
- Object, Restrict or Delete - 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
- Data portability – to receive and/or transmit data provided to the Council to other organisations (this applies in limited circumstances)
- Withdraw your consent at any time (where consent has been given)
- To know the consequences of failing to provide data to the Council
- To know the existence of any Automated Decision-making, including profiling, and the consequences of this for you.

- To lodge a complaint with a supervisory authority (Information Commissioners Office)

If you would like to exercise any of these rights, please contact Gwent Regional Partnership Board at any of the following:

Website: <https://www.gwentrpb.wales/contact-us>

Email Address: gwentregionalpartnershipboard@torfaen.gov.uk

Address:

Gwent Regional Partnership Team,
Torfaen County Borough Council,
Civic Centre,
Glantorvaen Road,
Pontypool,
NP4 6YB

Telephone: 01495 761691

The Information Commissioner can be contacted at:

Address:

The Information Commissioner's Office (Wales),
2nd Floor,
Churchill House,
Churchill Way,
Cardiff,
CF10 2HH

Telephone: 0330 414 6421

Email Address: Wales@ico.org.uk

