

IGFM005-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:	Chief Executives
Work area:	Communications
Contact Details:	pressoffice@torfaen.gov.uk
Privacy Notice Name:	Communications

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?

We source your information from you directly in person, via telephone, email, E-form or social media contact.

- Information may also be provided by another council department,
- Information may also be provided by a member of the council
- Information provided by other organisations (e.g. Emergency Services, Landlords, Housing Associations) regarding an individual

2) What information does the Council collect about you?

- Contact details such as name, address, telephone number, and email addresses
- Video footage
- Photographs

3) The Council may collect this information in a variety of ways:

By telephone, email, social media, writing or in person
Electronic sign up forms such as e-bulletin subscriptions

4) 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

To fulfil the council's duties to inform and engage with Torfaen residents and other partners.

5) Special categories of personal data:

No

6) Who has access to your data?

Email addresses for e-bulletins are stored on the Granicus Communications Cloud which is covered by the EU Privacy Shield agreement and holds ISO 270001 certification.

Is the Data transferred out of the EEA?

No

7) How does the Council protect data?

The Council has internal policies in place to ensure the security of 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.

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

Photos/Video footage – three years
E-forms – one year

9) 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 Gareth Phillips, communications manager via email: garethj.phillips@torfaen.gov.uk

DOCUMENT CONTROL

Title:	TEMPLATE – Privacy Notice		
Document Owner:	Senior Information Risk Owner (SIRO)		
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REVISION HISTORY

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