

PN110 - PRIVACY NOTICE

Collecting Contact Information (Test Trace Protect)

Data controller:

Torfaen County Borough Council Civic Centre Pontypool NP4 6YB

Data Protection & Information Governance Officer:

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

Collection of personal data – Coronavirus and contact tracing

To ensure the health and safety of our customers and staff on our premises, we are required by Welsh Government to collect your name and contact details when you visit to support the Wales Test, Trace and Protect programme to limit the spread of Coronavirus. This information will only be used to contact you if it is determined that you may have been in contact with someone who has tested positive for coronavirus. Contacting people who might have been exposed to the virus is an important step in stopping the spread.

In order to assist in the containment of the virus, we will only share your data if it is requested directly by those delivering the Wales Test, Trace and Protect strategy. This information will only be used by the Wales Test, Trace and Protect Service to contact you and will not be used by us for any other purpose.

Type of data collected

Only the following information will be collected:

- Your name
- Your contact telephone number **OR** email address
- Your arrival and departure time

Lawful basis for collecting this data

Under data protection law, GDPR Article 6(1) (c) we have a Legal Obligation to collect and process this personal information to comply with Regulation 12 Health Protection (Coronavirus Restrictions) (No 2) Wales Regulations 2020.

Data retention period

Your personal data will only be retained for the purposes stated in this privacy notice and will be held by us for no more than 21 days when it will be disposed of in a safe and secure manner in accordance with TCBC procedures.

More information

For details of how Torfaen County Borough Council processes personal information please visit www.torfaen.gov.uk. You can also find information on your Rights under GDPR at www.ico.org.uk

Further details of the Test Trace and Protect Strategy can be found here <https://gov.wales/keeping-records-staff-customers-and-visitors-test-trace-protect#contents>