

## PN015-TEMPLATE PRIVACY NOTICE

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

<b>TCBC Service Area:</b>	Chief Executives
<b>Work area:</b>	Civil Contingencies
<b>Contact Details:</b>	<a href="mailto:Neil.jones@torfaen.gov.uk">Neil.jones@torfaen.gov.uk</a> <a href="mailto:Simon.dunford@torfaen.gov.uk">Simon.dunford@torfaen.gov.uk</a>
<b>Privacy Notice Name:</b>	Event Safety Advisory Group

### 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](mailto:dpa@torfaen.gov.uk)

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

The source(s) of personal information can be provided via telephone, email, or completed Event Notification Form (E-Form or Manual Form)

- 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)

#### 2) What information does the Council collect about you?

- Contact details such as name, address, telephone number, and email addresses
- Previous involvement with running events

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

By telephone, email

**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 ensure the safety at large public events

**5) Special categories of personal data:**

No

**We can process this category of data because:**

It is necessary to fulfill the obligations of the controller and data subject

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

Event notification forms contain the contact details of the event organiser. Forms are stored on M:\ Drive & SAG inbox and are also sent to Event Safety Advisory Group Colleagues in various TCBC Service Areas, Gwent Police, Welsh Ambulance NHS Trust & South Wales Fire & Rescue Service.

**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.

Event Notification Forms – three years

Event Documents (Safety Plans, Risk Assessments etc) – three years

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 Simon Dunford, Torfaen Event Safety Advisory Group via email:  
[simon.dunford@torfaen.gov.uk](mailto:simon.dunford@torfaen.gov.uk)

## DOCUMENT CONTROL

<b>Title:</b>	<b>PN015 – Privacy Notice</b>		
<b>Document Owner:</b>	<b>Senior Information Risk Owner (SIRO)</b>		
<b>Document Author:</b>	<b>Simon Dunford</b>		
<b>Reference:</b>	<b>IGFM005</b>	<b>Retention Period:</b>	<b>Until next review</b>
<b>Document Classification:</b>	Official	<b>Location:</b>	SWOOP
<b>Version / Status:</b>	Live	<b>Approved by:</b>	SIRO
<b>Current Issue Date:</b>	June 2019	<b>Next Review Date:</b>	June 2022

## REVISION HISTORY

<b>Issue Date</b>	<b>Version / Status</b>	<b>Reason for Change</b>	<b>Changed By:</b>
April 2018	1.0 Live	Form created to achieve GDPR Compliance	Sue Bullock
June 2019	2.0 Live	Reviewed – no changes	Simon Dunford