

### **PN053 - 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>   | Education                     |
| <b>Work area:</b>           | Play Service                  |
| <b>Contact Details:</b>     | 01495 742951 – Julian Davenne |
| <b>Privacy Notice Name:</b> | Volunteer database            |

#### **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.go.uk](mailto:dpa@torfaen.go.uk)**

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

Yes

**If no, how did we obtain your personal data?**

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

The Council collects and processes a range of information about you.

This includes.

Name

Address

Email contact

Date of birth

Welsh Speaker

Medical information

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

Application forms

**We will store your data:**

In secure paper filing systems

An electronic data base

**4) Why does the Council process your personal data?**

To comply with the legal obligations of the Council

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

Health

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

The data subject gave explicit consent

Through completing and signing the application form

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

The Council shares your data with third parties, The Welsh Language Funding Grant requires names and addresses of the Welsh speaking children attending provision to secure funding.

**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 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.

Until the person stops volunteering with the service

**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. Torfaen Play Service, The Old Abersychan Library, Brynteg, Abersychan, Torfaen NP4 7 BG 01495 742951 [andrea.sysum@torfaen.gov.uk](mailto:andrea.sysum@torfaen.gov.uk)

## DOCUMENT CONTROL

|                                 |   |                          |                          |
|---------------------------------|---|--------------------------|--------------------------|
| <b>Title:</b>                   | <b>TEMPLATE – Privacy Notice</b>            |                          |                          |
| <b>Document Owner:</b>          | <b>Senior Information Risk Owner (SIRO)</b> |                          |                          |
| <b>Document Author:</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>      | April 2018                                  | <b>Next Review Date:</b> | April 2020               |

## 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        |
|                   |                         |   |                    |
|                   |                         |   |                    |
|                   |                         |   |                    |