

## **PN086 - 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>	Sport Development
<b>Contact Details:</b>	Stuart Lawrence – 01633 628693
<b>Privacy Notice Name:</b>	Sport Development

**NOTE:** The wording in this document reflects the requirements of the General Data Protection Regulation (GDPR), which will come into effect in the UK on 25 May 2018.

### **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)**

The Council collects and processes personal data relating to its citizens and is committed to being transparent about how it collects and uses that data, and to meeting its data protection obligations

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

Yes, we collect your personal data directly from you and other organisations

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

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

- Name
- Email address
- Telephone number
- Date of birth
- Correspondence address
- Medical and health information

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

When you sign up at events or activities such as holiday and sports camps  
When you subscribe to our mailing lists  
When you complete surveys for research purposes  
When you ask for help and support for your clubs or groups  
Sport Wales, Disability Sport Wales, Sport National Governing bodies, Leisure Trust, NHS, Police, other LA departments and other Local Authorities

**We will store your data:**

Electronically and in secure paper filing system

**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

We hold the information in order to enable Torfaen residents to live a healthier and happier lifestyle.

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

**Do we collect special categories of data?**

Medical information  
Health information

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

The data subject gave explicit consent

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

Internal  
Any internal partners when working in partnership on initiatives but only if your consent is given.

External  
Personal information is not shared with external partners

**Is the Data transferred out of the EEA?**

No

## **7) How does the Council protect data?**

The Council takes the security of your data seriously. 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. The policies that ensures this are the Data Protection Policy, amongst others.

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.

Our website may provide links to third party sites. Since we do not control those websites, we encourage you to review the privacy policies of these third party sites.

## **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.

We will keep your information for a maximum of 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: Torfaen Sport Development: 01633 628965; [sportsdevelopment@torfaen.gov.uk](mailto:sportsdevelopment@torfaen.gov.uk)

## DOCUMENT CONTROL

<b>Title:</b>	<b>Privacy Notice</b>		
<b>Document Owner:</b>	<b>Senior Information Risk Owner (SIRO)</b>		
<b>Document Author:</b>			
<b>Reference:</b>	<b>PN086</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>	July 2020	<b>Next Review Date:</b>	July 2021