

## **PN051 - 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 Service
<b>Work area:</b>	Education Psychology Service
<b>Contact Details:</b>	Alyson Costa, Lead Educational Psychologist
<b>Privacy Notice Name:</b>	Video Interaction Guidance

### **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?**

Yes

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

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

Name

A recording of interaction between family members (generally parents and child)

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

Recording of interaction

#### **We will store your data:**

On a secure server

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

Consent is obtained from the parent/carer

VIG is a psychological approach, which involves videoing interaction between family members in order to facilitate relationships and family dynamics.

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

No

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

Not applicable

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

**Your information may be shared internally with:**

Education Psychology team members

**The Council shares your data with third parties with**

Parent/Carer

VIG Supervisor – parent/carer gives consent for this to be shared

**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.

The video is stored for one years from recording, and then deleted.

**9) Are we making automated decisions/profiling with your data?**

Yes

Details of the automated decision making/profiling?

Examples of positive interactions between parent/carer and child are chosen in order to base a conversation around positive parenting.

How the decision were made?

By reviewing the recorded material.

Significance and consequences of automated decision making?

In order to facilitate improved interaction between the parent/carer child.

**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 Alyson Costa, Lead Educational Psychologist, T.C.B.C., Civic Centre, Pontypool, NP4 6YB.

## 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>PN051</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