

## **PN040 - 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>	Youth Service
<b>Contact Details:</b>	01633 648123 / 07980 682276
<b>Privacy Notice Name:</b>	David Williams

### **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?**

In some cases yes, in others no. When we haven't the information has been collected from another service that you are involved with.

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

We have collected it from you verbally or using a consent or referral form. In some instances we will have collected it in more than one of those ways if you have been on a number of different activities with us.

When we have collected it from another service that knows you we have had this on a referral form.

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

The Council collects and processes a range of information about you, this includes,

- Your name
- Your address
- Your date of birth
- Your ethnicity

If you speak Welsh fluently  
Emergency contact details

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

Whether we collect your information directly from you or from another service that knows you we will use you data to

Report back to partners about the type of activities we have been doing and who has engaged in them.

Contact you about future activities that we have running

Ensure your personal safety

Provide you with access to other services that will help you

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

On our information data base that only Youth Service and IT support staff can see.

On our paper based consent and referral forms that once used for their intended purpose will be securely stored for the necessarily period of time and then destroyed. For example consent forms are held for three months following a trip as per education trips and visit guidance.

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

We use your personal data to make sure that you are safe and secure when accessing Youth Service provision.

*An example of this would be using your phone number to contact your home address if you have hurt yourself while taking part in an activity.*

We use your data to report back to our partners that have either funded our activities or referred you into our activities to let them know how you are getting on.

*An example of this would be to let your school know that you have attended a timetable session with us and that you have completed your accreditation.*

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

We will ask you for the information about your health to keeping you safe

We will ask you for the following information but you do not need to give it to us and this will not result in any adverse effects on you engaging with

Torfaen Youth Service

- Ethnicity
- Nationality
- Religious belief

Choose an item.

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

If you have any health related issues that could put you at risk during activities we can put measures in place to mitigate these issues.

*An example of this is if you have a disability that would inhibit you riding a bicycle on one of our activities we can make modifications to the bicycle so you could engage.*

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

The data you give us will be accessed by Torfaen Youth Service and by Safeguarding members of staff within Torfaen County Borough Council Education department.

Torfaen Youth Service will share your data with Welsh Government, Voluntary and Statutory sector organisations related to you.

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.

*For example, if you take part in one of our trips at the age of 11 years old we will keep your consent form and trip details for 3 months after the activity.*

*For activities that require specific referral forms for example disability programmes, we keep this until a child's 21st birthday, together with other related documentation (care plans etc.)*

- 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 failing to provide data to the Council
- the existence of any automated decision-making, including profiling and the consequences of this for you.

If you would like to exercise any of these rights, please contact David Williams 07980 682276 [david.williams@torfaen.gov.uk](mailto:david.williams@torfaen.gov.uk) or Joanne Davies 07980 682059 [joanne.davies@torfaen.gov.uk](mailto:joanne.davies@torfaen.gov.uk)

## DOCUMENT CONTROL

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