

TCBC Service Area:	Neighbourhoods, Planning and Public Protection
Work area:	Concessionary Fares
Contact Details:	Michelle Mitchell
Privacy Notice Name:	Highways & Transportation

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

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

Personal data may be provided to us in the form of application forms, by the individual or another department acting on their behalf

2) What information does the Council collect about you?

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

Names, Photographs, addresses, date of birth, Passport, National Insurance or Birth Certificate number, telephone numbers, email address, health or disability information

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

Application forms, other Council Departments

We will store your data:

In Electronic filing systems

4) Why does the Council process your personal data?

To comply with the legal obligations of the Council
 Consent

5) Special categories of personal data:

Yes, we may record a disability indicator, but we do not retain details of this

We can process this category of data because:

The data subject gave explicit consent

6) Who has access to your data?

Welsh Government

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 Local Authority standards and any funding or archival requirements.

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 ITU@torfaen.gov.uk or telephone 01495 762200