

TCBC Service Area:	Neighbourhoods, Planning and Public Protection
Work area:	Economy & Digital Enterprise
Contact Details:	Geraint John
Privacy Notice Name:	Tenants and past tenants at Springboard Business Innovation Centre

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**

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

Yes

If no, how did we obtain your personal data?

Choose an item.

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 Address

Telephone Number

Financial Information (Company)

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

Application forms

Business Plan

We will store your data:

In secure paper filing systems

Electronic Files

4) Why does the Council process your personal data?

Consent

This applies where you have asked to be on mailing or waiting list for availability of property or have made an enquiry pertaining to Council land and buildings.

To meet contractual obligations entered into by the data subject

This applies where we have entered into a legal agreement pertaining to a sale of land or buildings, and lease or licence for the occupation of land or buildings.

5) Special categories of personal data:

No

We can process this category of data because:

N/A

6) Who has access to your data?

Your information may be shared internally with (please list)

TCBC Revenues and Benefits Service – for billing purposes and/or detection crime

TCBC Legal Department of the Council if instructed to act for the Council on property transaction

TCBC Internal audit – detection of crime

TCBC Property Services – name and contact information to arrange repairs

The Council shares your data with third parties because (please explain)

External solicitors if instructed to act for the Council on a property transaction;
Detection of crime

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.

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

geraint.john@torfaen.gov.uk

DOCUMENT CONTROL

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Document Author:	Geraint John		
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REVISION HISTORY

Issue Date	Version / Status	Reason for Change	Changed By:
April 2018	1.0 Live	Form created to achieve GDPR Compliance	Sue Bullock
June 2019	2.0 Live	Reviewed – no changes	Geraint John