

TCBC Service Area:	Neighbourhoods, Planning and Public Protection
Work area:	Highways - Network
Contact Details:	Andrew Villars
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 when collected by forms at Torfaen.gov.uk, phone calls to Call Torfaen, or visits to our offices

2) What information does the Council collect about you?

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

Names, addresses, telephone numbers, email address

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

4) Torfaen.gov.uk, phone calls to Call Torfaen, or visits to our offices

We will store your data:

In Electronic filing systems

5) 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
 Consent

6) Special categories of personal data:

No

7) Who has access to your data?

Only this Service

Is the Data transferred out of the EEA

No

8) 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.

9) 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.

10) 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 dawn.pinney@torfaen.gov.uk or telephone 01495 762200

DOCUMENT CONTROL

Title:	Privacy Notice Highways Network		
Document Owner:	Senior Information Risk Owner (SIRO)		
Document Author:	Kevin Davies		
Reference:	PN0096	Retention Period:	Until next review
Document Classification:	Official	Location:	SWOOP
Version / Status:	Live	Approved by:	SIRO
Current Issue Date:	December 2019	Next Review Date:	December 2022

REVISION HISTORY

Issue Date	Version / Status	Reason for Change	Changed By:
December 2019	1.0 Live	Created to achieve GDPR Compliance	Kevin Davies