

## **IGFM005-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>	NSPPP
<b>Work area:</b>	Skills and Employability
<b>Contact Details:</b>	Gareth Jones
<b>Privacy Notice Name:</b>	Inspire 2 Work additional information notice

This notice is intended for participants of the project Inspire 2 Work.

### **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 we get the data considered under this notice directly from you from the additional information form that you complete as part of the enrolment process.

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

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

This notice covers:

Personal Identifiers: such as Name, Date of Birth, National Insurance number, your previous surname (if any), Unique Learner Number and an ACL issued identification number;

Your contact details and your emergency contact details;

Unspent convictions.

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

Your data is collected from you by our staff through the application forms and other paperwork you complete.

**We will store your data:**

We hold the original paper copies of the data in secure filing and also in secure electronic form accessible only to a small number of authorised staff.

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

We need to process this personal data to carry out a task in the public interest (the provision of employability provision) in our capacity as a public body.

We will use this data for any or all of the following purposes:

- To be able to contact someone on your behalf in the event of an emergency or medical situation where you are not able to do so;
- To be able to safeguard you, our other participants and learners, our staff and the staff and customers of other organisations that you may be placed with as part of the project activity.

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

We collect some data about any unspent criminal convictions in order to provide the most appropriate and effective support that meets your needs and circumstances and to assist you in not breaching the terms of any restrictions you may be under.

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

You have given explicit consent for us to do so.

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

We will not share this information with other third parties excepting where we may have a legal obligation to do so.

**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.

We will keep your information in line with our project special category policy which means retaining the data for the life of the project which is currently expected to end in December 2022.

**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)
- to be informed of the potential consequences of if you fail to provide data to the Council
- to be informed of 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 Gareth Jones, [Gareth.jones4@torfaen.gov.uk](mailto:Gareth.jones4@torfaen.gov.uk)

## 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>Jonathan Hale</b>		
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## REVISION HISTORY

<b>Issue Date</b>	<b>Version / Status</b>	<b>Reason for Change</b>	<b>Changed By:</b>
April 2018	1.0 Live	Form created to achieve GDPR Compliance	Sue Bullock