

IGFM005-PRIVACY NOTICE

The wording in this document reflects the requirements of the General Data Protection Regulation (GDPR) effective from the 25th May 2018.

TCBC Service Area:	NSPPP
Work area:	Skills and Employability
Contact Details:	Gareth Jones
Privacy Notice Name:	Inspire 2 Work pre-enrolment full notice.

This notice is intended for people who have expressed an interest in joining the ESF 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

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

All of the data covered under this privacy notice is collected directly from you.

2) What information does the Council collect about you?

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

This includes:

Personal Identifiers such as Name and Date of Birth;

Your contact details;

Details about your eligibility for the project such as your current employment status and your qualifications. You may also provide us with some information about why you want our support and what you hope to get out of it.

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

Your data is collected via conversations you may have with our staff and from “interest” forms that you complete at events.

We will store your data:

We hold the original paper copies of the data in secure restricted access filing areas. The data may also be collated into spreadsheet lists for assignment to caseworkers.

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 adult employability services) in our capacity as a public body. We ask for and receive your consent to hold this data before we process it.

We will use this data to:

- Carry out a brief assessment of your eligibility and suitability for the services offered by the project and assign a caseworker to you.
- To contact you about the support that we can provide and, if you want, to sign you up to the project.

5) Special categories of personal data:

We do not process any special category data.

6) Who has access to your data?

This data is not routinely shared with any other organisation.

In some cases, where you agree that a referral to another provider would benefit you, we will request your consent to forward your details to another provider. This consent will be collected at the time of the referral and will only be used to share contact details with the provider named on the consent form.

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.

This data is only kept for as long as it is needed. It will be securely destroyed by the earlier of the point at which you become fully signed up to the project (where you will receive a different privacy notice) or 3 months from the data being collected.

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 Neighbourhood Services Planning and Public Protection, Gareth Jones, Gareth.jones4@torfaen.gov.uk

DOCUMENT CONTROL

Title:	TEMPLATE – Privacy Notice		
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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