

TCBC Service Area:	Neighbourhoods, Planning and Public Protection
Work area:	Commercial
Contact Details:	Lisa Griffin
Privacy Notice Name:	Commercial

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?

This service sources data directly from you and from partner agencies, third parties such as insurance companies and publicly available sources.

2) What information does the Council collect about you?

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

Name, address, telephone number, email address, date of birth, marital status, criminal history, National Insurance Number, Passport Details, medical history, family information, Ethnicity, Nationality and Immigration Status, ID Photographs

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

Application forms, if we request you update your details, direct contact from individuals and third parties, notifications from other partner agencies.

We will store your data:

In secure paper filing systems, electronically in specialised secure software systems, electronic storage facilities and confidential storage facilities.

4) 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

To comply with the legal obligations of the Council

Necessary to protect the vital interest of the data subject

5) Special categories of personal data:

Some aspects of our work may also entail the collection of information relating to race, ethnic origin, religion, health, and sex life or sexual orientation

We can process this category of data because:

The data subject gave explicit consent

It is necessary to protect the vital interest of the data subject

6) Who has access to your data?

Your information may be shared internally with

Other departments or Teams such as Trading Standards, Transport, Education, Social Services, Environmental Health, Finance etc.

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

This may assist us in verifying parties involved in a dispute, prevention and detection of crime, to help safeguard vulnerable persons or when government agencies request information in relation to audits or investigations.

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 Local Authority retention schedules.

We will keep your information in line with our Local Authority retention schedules and in line with any specific, relevant legal requirements. Wherever there is a conflict between these two the longest retention period will apply.

- 9) Are we making automated decisions/profiling with your data?**
No . All decisions are made on an individual, personal basis

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 Alison Hughes, Team Manager Licensing, licensing@torfaen.gov.uk

DOCUMENT CONTROL

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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