

<b>TCBC Service Area:</b>	Neighbourhoods, Planning and Public Protection
<b>Work area:</b>	Public Health
<b>Contact Details:</b>	Andrew Long
<b>Privacy Notice Name:</b>	Public Health

**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?**

This service sources data directly from service users and indirectly from partner agencies.

**If no, how did we obtain your personal data?**

The Council obtains information through publicly available sources and through information shared with the Council.

**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 and Date of Birth

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

Using Computer based applications

We will store your data:

In secure paper filing systems and/or electronic recording systems

Other personal records may be stored safely in confidential storage facilities.

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

To comply with the legal obligations of the Council

Necessary to fulfil the tasks in the public interest or exercise of authority vested in the Council

To pursue the legitimate interest of the Council

For example we may use your information to assist in providing a solution to a Public Health related problem.

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

No

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

Your information may be shared internally with :

Other Departments or Teams such as Council Tax, Environmental Health, Licensing, Social Services etc

Natural Resources Wales and other Government Agencies

Welsh Government

Internal Auditors

External Regulators

**The Council shares your data with third parties because** this may assist us verifying parties involved in a dispute, preventing and detecting crime, to help safeguard vulnerable persons.

**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 and legal requirements.

9) Are we making automated decisions/profiling with your data?

No

Data received electronically from third party partners may be assessed to determine whether any action is necessary following its receipt.

**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 the Team Manager- Environmental Protection at [public.health@torfaen.gov.uk](mailto:public.health@torfaen.gov.uk).

## DOCUMENT CONTROL

<b>Title:</b>	<b>TEMPLATE – Privacy Notice</b>		
<b>Document Owner:</b>	<b>Senior Information Risk Owner (SIRO)</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
June 2019	2.0 Live	Reviewed – No Changes	Kevin Davies