

TCBC Service Area:	Neighbourhoods, Planning and Public Protection
Work area:	Trading Standards
Contact Details:	Steve Osborne
Privacy Notice Name:	Trading Standards

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 indirectly from partner agencies 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 and any other personal data relevant to your dealings with the service.

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

Using computer based applications or via a third party.

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

For example, we may use your data to assist you resolve a complaint against a Trader.

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

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.

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- Trading Standards at trading.standards@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