

COMMUNITY SAFETY (PSSU) 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:	PSSU
Work area:	Equalities, Cohesion and Community Safety
Contact Details:	Kate.Williams@torfaen.gov.uk
Privacy Notice Name:	Community Safety, PSSU

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?

On some occasions personal information is obtained directly from you, but sometimes information is obtained from local authorities, housing providers, youth support services, probation and from members of the public.

2) What information does the Council collect about you?

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

- Contact details or individual / family / associates
- Lifestyle information
- Social Care and Health information
- Criminal / Anti-social behaviour records
- Sensitive personal data

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

For a number of areas of activity, we collect information through referral forms, verbal conversations, meetings and also receive information from third parties. In the main this is from other public authorities, such as the police, fire services, health services and court services. However, it could also be from other local authorities, housing providers, youth support services, probation and from members of the public.

We store information within a secure IT database which is provided by Civica, which has ISO 27001 certification.

4) Why does the Council process your personal data?

We need your personal information in order to allow us comply with our legal obligations to deliver community safety services to you. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

The precise legal basis for us using your personal information will vary depending on which service we are providing to you. However, in most cases this will be because it is necessary for us to use your personal information to deliver a statutory function on behalf of Community Safety, Public Services Support Unit, or to perform a task carried out in the public interest on behalf of the Council or Gwent Police. For some activities, we also need to process more sensitive personal information about you for reasons of substantial public interest as set out in the Data Protection Act. It is necessary for us to process this more sensitive information for a number of reasons, these include:

- The prevention and detection of crime under the Crime and Disorder Act 1998
- the provision of confidential counselling, advice or support or of another similar service provided confidentially
- the administration of justice
- the protection of the vital interests of you or another person

5) Special categories of personal data:

We do not collect data that is categorised as special information

6) Who has access to your data?

The Data Controller for your information is Torfaen County Borough Council.

Other Data Controllers may also be responsible for your information, depending on the specific circumstances. Please contact the Service Area for further information.

These are the departments we share your data with internally:

- Equalities, Cohesion and Community Safety, PSSU
- Children’s and Adult Services – Safeguarding
- Trading Standards
- Environmental Health
- Youth Support Services

These are the agencies/ organisations we share your data with externally:

- Police
- Police and Crime Commissioner
- Registered Social Landlords
- Other Local Authorities
- Youth Offending Service
- Probation
- Health Authority / Support Services
- Gwent Missing Person Team
- Other Support Services

Gwent Wide – Police, Local Authorities and Registered Social Landlords Information Sharing Protocol WASPI

There are circumstances where we are legally obliged to share your information with:

Government Law Enforcement Agencies e.g. with the Police under the Crime and Disorder Act 1998.

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 security of 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

Your rights

There are a number of rights you can exercise that may not be restricted by Section 115, Crime and Disorder Act 1998:

- 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.

However that may be occasion when access is restricted. Restricted Access

Meetings that are held under Section 115 Crime and Disorder Act 1998 are intended only for attendees and professionals with an interest in the particular case in hand who sign up to a strict confidentiality clause at the start of the meeting. The intention of the meetings are to allow agencies to discuss the issue and form an action plan to try and improve the situation.

Your rights under the General Data Protection Regulation are:

- The right to be informed, i.e. on receipt of a referral the referrer will inform the subject and a warning letter will be sent. However, in certain circumstances such as the likelihood of causing further detriment to health, a letter will not be sent.
- No right of access due to confidentiality of the meeting under Section 115.

If you would like to exercise any of these rights, please contact Public Services Support Unit, Kate.Williams@torfaen.gov.uk

DOCUMENT CONTROL

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REVISION HISTORY

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