

## **PN023 DATA PROTECTION & INFORMATION GOVERNANCE - PRIVACY NOTICE**

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

<b>TCBC Service Area:</b>	PSSU
<b>Work area:</b>	Data Protection & Information Governance
<b>Contact Details:</b>	<a href="mailto:DPA@torfaen.gov.uk">DPA@torfaen.gov.uk</a>  Data Protection Officer, Civic Centre, Pontypool, NP4 6YB
<b>Privacy Notice Name:</b>	Data Protection & Information Governance Privacy Notice

### **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?**

We might get your personal information directly from you, or from a person acting on your behalf, from departments within the Council, external agencies such as the Information Commissioner's Office, Police forces, and HMRC

#### **2) What information does the Council collect about you?**

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

This includes:

Contact Details

Employment details

Financial Information

Proof of Identity documentation such as copy of passport/driving licence and utility bill

Information where you have received services from the council

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

In order to process your request for information we will need written instruction which is accepted via letter or email in situations where a person is acting on your behalf we will require authorisation to this effect.

**We will store your data:**

Data will be stored in a range of different places on a secure network access to this data is restricted in accordance with the Council's internal policies and in compliance with GDPR. In instances where we process paper copies these are kept in a secure environment then securely destroyed in line with the Council's retention and disposal policies.

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

The Council under the General Data Protection Regulation (GDPR) (EU) 2016/679 has a duty to provide you with a copy of your personal information upon request.

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

For the purpose of overseeing the Subject Access Request process we will collate information that has been provided/obtained through the relevant service area/s within the Council. Any processing of special category data will have been undertaken within the lawful basis and separate condition of processing by the relevant service area.

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

Your information may be shared internally with service areas and externally with organisations such as Government agencies, Police, HMRC through a legal requirement such as prevention, detection of crime. The Information Commissioner's Office may request your information when investigating the Council compliance with the General Data Protection Regulation.

**Is the Data transferred out of the EEA?**

The data we hold and process does not get transferred outside of the EEA.

**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. For the purpose of Subject Access requests we hold the information for five years after closure.

**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)
- 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 Sue Bullock Data Protection & Information Governance Manager at [DPA@torfaen.gov.uk](mailto:DPA@torfaen.gov.uk)

## DOCUMENT CONTROL

<b>Title:</b>	<b>Information Governance &amp; Data Protection – 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>
May 2018	1.0 Live	Form created to achieve GDPR Compliance	Sue Bullock
May 2019	2.0 Live	Reviewed – no changes	Sue Bullock