

PN027 - 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:	Public Services Support Unit
Work area:	Partnerships & Policy Team
Contact Details:	Sue.browne@torfaen.gov.uk
Privacy Notice Name:	Forums / networks

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?

Yes

You will have been elected as a Chair of one of the three Torfaen 50plus, agreed to stand as a member of the Wales-wide Cymru Older People's Alliance or, agreed to be a member of the Torfaen Armed Forces network

If no, how did we obtain your personal data?

It was shared with the Council by one of your colleagues in relation to you participating in one of the above forums or networks.

2) What information does the Council collect about you?

The Council collects and processes a range of information about you. This is mainly your Name and Email. In some instances (only where **you** have provided the information) this includes your home address and phone number.

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

Computer based applications or via a Third party

We will store your data:

On a list saved into our secure computer system

4) Why does the Council process your personal data?

To comply with the legal obligations of the Council and necessary to fulfil the tasks in the public interest or exercise of authority vested in the Council.

For example:

To engage and work with people under the Social Services & Wellbeing Act (Wales) 2014 and the Well-being of Future Generations Act (Wales) 2015.

To provide information and support to serving members of the Armed Forces and their families and, to veterans of the Armed Forces under the Armed Forces Covenant.

We will use your details to send you notice of meetings and supporting papers such as agenda's and minutes if they are produced by Council officers; to pass on information in relation to the 50plus agenda or Armed Forces Covenant so you are aware of issues and news / pass on the information in relation to your role within the 50plus forums or Armed Forces Network.

5) Special categories of personal data:

We do not collect special categories of data in relation to membership of these forums and networks.

6) Who has access to your data?

Your information may be shared internally with

Other officers working within the Council who may help with or take over running these forums and networks.

The Council shares your data with third parties because:

The Chairs to the 50plus Fora is shared with:

- Age Connects Torfaen who is contracted to support the 50plus Forum and has the contact details of all 50plus forum members
- The Older People's Commissioner for Wales and Welsh Government who make contact with Forum Chairs across Wales on regional and national meetings and items of interest for Chairs to attend on behalf of their local forum or to share with their wider forum members.

The Armed Forces Network contact details are not shared with anyone outside of the network.

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.

If you stand down from these forums or networks then we will remove your data within one month of receiving this information.

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 Browne, Sue.browne@torfaen.gov.uk or write to

Sue Browne, Partnerships & Policy Manager,
PSSU, Civic Centre,
Pontypool, NP4 6YB.

DOCUMENT CONTROL

Title:	Privacy Notice – Partnerships Policy		
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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
May 2018	1.0 Live	Partnerships Policy created in line with GDPR Regulations	Sue Browne
May 2019	2.0 Live	Reviewed and no changes made	Sue Browne