

PN022 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:	Research & Geographical Information Systems (GIS)
Contact Details:	andy.wilson@torfaen.gov.uk
Privacy Notice Name:	Research & GIS

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?

We collect your data directly from you and via surveys, but it is mostly sourced from other council service areas, or Public Service Board (PSB) partner organisations when working on joint priorities.

2) What information does the Council collect about you?

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

Name
 Address
 Age
 Gender

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

Survey forms (electronically or paper based)
 Via PSB partner organisations

We will store your data:

Electronically, saved on secure IT file systems. Any paper survey forms are immediately destroyed securely once the data has been transferred to an electronic format.

4) Why does the Council process your personal data?

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

An example of this could be a residents' survey where opinions are sought on the service(s) provided by the council or wider public services. The information collected is analysed to help improve service delivery to the needs of the residents.

5) Special categories of personal data:

Race
Ethnic origin
Religion
Health
Sexual orientation

We can process this category of data because:

Reasons of public interest in the area of public health

An example of this is understanding the difference in resident views to support community cohesion.

6) Who has access to your data?

Staff within council service areas or PSB partner organisations that we are working on behalf of or other PSSU staff that are involved with the analysis of the data.

The Council shares your data with third parties only who are PSB partner organisations when working on joint priorities.

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

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:

Andy Wilson, andy.wilson@torfaen.gov.uk or write to:

Andy Wilson, Data Research & Participation Manager,
PSSU, Civic Centre, Pontypool, NP4 6YB.

DOCUMENT CONTROL

Title:	TEMPLATE – Privacy Notice		
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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	Policy created in line with GDPR Regulations	Andy Wilson
May 2019	2.0 Live	Reviewed – no changes	Andy Wilson