

PN008 – DIRECT PAYMENTS 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:	Resources/Financial Services
Work area:	Social Care Service Team
Contact Details:	Wendy Edwards
Privacy Notice Name:	Direct Payments Paperwork Review

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

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

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

Name
Financial information
(Bank Account Statements)

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

Computer based applications and information sent direct by the client

We will store your data on a secure electronic storage system

4) Why does the Council process your personal data?

Necessary to meet the contractual obligations entered into by the person/citizen

The Council has an obligation to ensure income received by clients under the Direct Payments scheme is used for the purposes intended as identified in the Care and Support Plan. In order to do this sight of bank account statements is required.

5) Special categories of personal data:

No

6) Who has access to your data?

Your information may be shared internally with relevant Service Areas of the Council.

The Council may also share your data with the Direct Payment Service which is currently Services for Independent living.

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.

In relation to Direct Payments, your data will be held for two years after the year of processing.

It is not Council Policy to retain and hold bank statements, however the Council may retain bank statements until any issues which are identified are resolved.

- 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

Wendy Edwards email: wendy.edwards@torfaen.gov.uk.

DOCUMENT CONTROL

Title:	Direct Payments Privacy Notice		
Document Owner:	Senior Information Risk Owner (SIRO)		
Document Author:	Wendy Edwards		
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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 2019	2.0 Live	Reviewed no changes	Wendy Edwards