

PN090 - GWENT ARCHIVES PRIVACY NOTICE

Gwent Archives is committed to protecting your privacy when you use our services. This Privacy Notice is designed to give you information about the data we hold about you, how we use it, your rights in relation to it and the safeguards in place to protect it.

TCBC Service Area:	Gwent Archives
Work area:	The General Offices, Steelworks Road, Ebbw vale NP23 6AA
Contact Details:	Lisa Snook, County Archivist, tel:01495 766261 enquiries@gwentarchives.gov.uk
Privacy Notice Name:	Gwent Archives Privacy Notice

Data Controller:

Gwent Archives
The General Offices
Steelworks Road
Ebbw Vale
Blaenau Gwent
NP23 6AA

If you wish to raise a concern about the handling of your personal data, please contact the **Data Protection Officer** using the details below:

Tel: 01495 762200

Email: dpa@torfaen.gov.uk

The service processes personal information to provide, manage and administer the Archive. This includes the provision of:

- Access to the Archive collections
- The records search facility for individuals in the Archive catalogues, and a range of individual finding aids onsite and online
- The Conservation Service
- The dedicated Education service that delivers events and activities, volunteering and work experience
- Advice to help enrich research through access to our resources. The Archives service offers support to planners, landowners, developers, consultants, schools and universities, local groups and members of the general public

1) Who provides your data to Gwent Archives?

The personal information we process is provided to us directly by you so that we can fulfil the role of a local authority archives service.

We also receive personal information **indirectly** from:

- the local authorities served by Gwent Archives (Torfaen County Borough Council, Blaenau-Gwent County Borough Council, Caerphilly County Borough Council, Newport City Council, Monmouthshire County Council)
- National Health Service
- Court services
- Religious organisations
- Gwent Coroners Service
- Individuals, businesses and organisations who deposit their collections at Gwent Archives or are considering doing so

2) How does Gwent Archives collect this information:

- Information may be collected on relevant forms dependent on the nature of your enquiry. The information may be held digitally or in hard copy.
- Information may be deposited with Gwent Archives that contains details about you, although collected by other organisations
- Information will be collected by personal onsite and offsite contact, through email, surface mail and telephone communication.

3) What information does Gwent Archives collect about you?

The service processes personal information, which is relevant to individual cases which may include, but is not limited to, the following personal data:

- Contact information – e.g.
 - name
 - address
 - telephone numbers
 - email address
- Other relevant information needed to provide the service required by the user
- Information may also be included within depositor's files, and this will vary dependent on the records being deposited

4) Why does Gwent Archives process your personal data?

Under Article 6 of the UK General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information is:

(e) We need it to perform a public task

- it is necessary for archiving purposes, scientific or historical research purposes or statistical purposes

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

Although we do not directly ask you to disclose any special category data, deposits may contain the following:

- personal data revealing racial or ethnic origin
- personal data revealing religious or philosophical beliefs
- data concerning health
- personal data revealing trade union membership
- data concerning a person's sexual orientation
- personal data revealing political opinions

We collect this under Article 9 of the UK GDPR.

AND

Where we collect criminal data, this is processed within Gwent Archives under Article 10 of the UK GDPR.

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

Your data is shared internally only with the appropriate staff where it is necessary for the performance of their roles.

Your data may also be shared externally with organisations who deposited your data. These may include, but not be limited to:

- The South-East Wales Joint Adoption Service

Deposits may be returned to the original depositor, or the current local authority, upon request.

Apart from where previously stated, we do not pass your details to third parties unless we are lawfully required do so.

Is the Data transferred out of the UK?

No

7) How does Gwent Archives keep your data secure?

Gwent Archives 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.

Data will be stored securely in:

- Lockable secure cabinets within a secured building
- Within secure networked storage provided by Gwent Archives ICT provider

Where Gwent Archives engages third parties to process personal data on its behalf, they do so based on 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 Gwent Archives keep your data?

Gwent Archives will hold your personal data only for the period that is necessary and will follow organisational and Local Authority standards in this area. However, there are also a range of other retention periods affecting different types of information and service needs and these range from 1 year to permanently depending on the type of information.

9) Are we making automated decisions/profiling with your data?

No

Your rights

You have several Rights you can exercise: -

- access and obtain a copy of your data on request
- require Gwent Archives to change incorrect or incomplete data
- under certain circumstances you can require Gwent Archives 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 Gwent Archives
- 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: Mrs Neta Whitehead, Gwent Archives, The General Offices, Steelworks Road, Ebbw Vale, Blaenau Gwent, NP23 6AA, email: enquiries@gwentarchives.gov.uk

The Information Commissioner can be contacted at: The Information Commissioner's Office (Wales), 2nd Floor, Churchill House, Churchill Way, Cardiff, CF10 2HH. Telephone 0330 414 6421 or e-mail Wales@ico.org.uk.