

## **PN105 – GREENMEADOW COMMUNITY FARM PRIVACY NOTICE**

Torfaen County Borough Council owns and runs Greenmeadow Community Farm and 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.

<b>TCBC Service Area:</b>	Social Care & Housing
<b>Work area:</b>	Greenmeadow Community Farm
<b>Contact Details:</b>	<a href="mailto:greenmeadowcommunityfarm@torfaen.gov.uk">greenmeadowcommunityfarm@torfaen.gov.uk</a>
<b>Privacy Notice Name:</b>	Greenmeadow Community Farm

### **Data Controller:**

**Torfaen County Borough Council**  
**C/o Civic Centre**  
**Pontypool**  
**NP4 6YB**

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

### **Data Protection Officer:**

**Susan Bullock**  
**01633 647467**  
**Email: [dpa@torfaen.gov.uk](mailto:dpa@torfaen.gov.uk)**

The purpose of this privacy notice is to inform you of the data Greenmeadow Community Farm collects, why it is collected and how it is stored and processed. We may also use information provided to help plan and improve our services.

### **1) Who provides your data to Greenmeadow Community Farm?**

The personal information we process is provided to us directly by you in order to deliver the services you are requesting and to keep you informed about services and activity at the Farm.

### **AND**

We may receive personal information indirectly from any third party who books access to the Farm for you.

**2) How does Greenmeadow Community Farm collect this information:**

- online forms
- e-mail
- over the telephone
- information shared with us during a visit
- information given to us when on outreach
- competitions
- photographs
- video
- CCTV/web cams (used for security and animal welfare purposes)

**3) What information does Greenmeadow Community Farm collect about you?**

Greenmeadow Community Farm collects information as appropriate to the service being accessed. This can include:

- Name
- Address
- Age
- E-mail address
- Telephone number
- Medical details
- Emergency contact details
- Still images
- Video footage
- Any other information relevant to the service being provided

**4) Why does Greenmeadow Community Farm process your personal data?**

Under the UK General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. This is required for any direct marketing and if you appear in photographs or videos used for promotional purposes. Consent only relates to the specific purpose for which it has been given and you can withdraw your consent at any time. We do not rely on consent as a legal basis for any other processing.
- (b) We need it to perform a public task.
- (c) We have a legitimate interest

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

We collect the following special category data if it is relevant to the service you are accessing;

- personal data revealing religious or philosophical beliefs (this is usually in reference to catering requirements)
- data concerning health
- data concerning a person's sexual orientation (as relevant to the provision of wedding services)

CCTV cameras are used on site to help ensure the safety of our visitors. Footage collected may include the following:

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

We collect this under Article 9 of the UK GDPR.

We do not ask you to provide any criminal data directly however it may be captured in CCTV footage. We process this 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 for security reasons. These may include, but not be limited to:

- SRS who monitor some of our CCTV footage. You can view their privacy notice via this link [SRS CCTV Privacy Notice](#) or via the Torfaen County Borough Council website.

Where we engage with you via social media, the media platforms will have their own privacy notices which you should familiarise yourself with.

Anonymised statistics may be passed on to comply with funding requirements. These may include, but not be limited to:

- Funders
- Other Local Authorities
- Welsh Government

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 Greenmeadow Community Farm keep your data secure?**

The Council has internal policies in place to ensure the data it processes is not lost, accidentally destroyed, misused or disclosed. Access to this data is restricted in accordance with the Council's internal policies and in compliance with the UK GDPR.

Data will be stored securely in:

- secure network drive
- secure IT database
- secure paper filing systems

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 Greenmeadow Community Farm 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. At the end of the retention period the Council will securely destroy or dispose of the data in line with retention schedules.

CCTV footage recorded on site is stored for up to 5 weeks before being automatically overwritten. If there is a need to retain footage for longer than this it is transferred to a different storage format and treated in accordance with the Council's data storage and retention procedures.

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

No

## **Your rights**

You have a number of Rights you can exercise:

- Access - to obtain a copy of your data on request
- Rectification – to require the Council to change incorrect or incomplete data
- Object, Restrict or Delete - 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
- Data portability – to receive and/or transmit data provided to the Council to other organisations (this applies in limited circumstances)
- Withdraw your consent at any time (where consent has been given)
- To know the consequences of failing to provide data to the Council
- To know the existence of any Automated Decision-making, including profiling, and the consequences of this for you.
- To lodge a complaint with a supervisory authority (Information Commissioners Office)

If you would like to exercise any of these rights, please contact Sally Partridge, [greenmeadowcommunityfarm@torfaen.gov.uk](mailto:greenmeadowcommunityfarm@torfaen.gov.uk)

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