

PN126 - REGIONAL PARTNERSHIP TEAM - ENGAGEMENT AND CONSULTATIONS (STAFF, PUBLIC, PARTNERS AND STAKEHOLDERS) PRIVACY NOTICE

Torfaen County Borough Council 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:	Adults & Communities
Work area:	The Regional Partnership Team
Contact Details:	GwentRegionalPartnershipBoard@torfaen.gov.uk
Privacy Notice Name:	Regional Partnership Team - Engagement and Consultations (Staff, public, partners and stakeholders)

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:

Tel: 01495 762200

Email: dpa@torfaen.gov.uk

The Regional Partnership Team (RPT) support the statutory Gwent Regional Partnership Board (RPB) between health and social care (set up under the Social Services and Wellbeing Act) in implementing Welsh Government policies and delivering regional priorities. The GRPB represent Torfaen County Borough Council, Caerphilly Borough Council, Blaenau Gwent Borough Council, Monmouthshire Council and Newport City Council, in collaboration with their partner Aneurin Bevan University Health Board and third sector partners such as Torfaen Voluntary Alliance (TVA) and Gwent Association of Voluntary Organisations (GAVO).

1) Who provides your data to the Council?

The personal information we process is provided to us directly by you. As part of the RPT's role in implementing Welsh Government policies and delivering regional priorities there will be times where engagement and consultation is

crucial in ensuring that the needs and views of staff, stakeholders, partners and the public are taken into consideration. As well as understanding the needs and implications any decisions have on the residents of Gwent, this will also ensure that the RPT, supporting the Gwent RPB, are compliant with their statutory legal duties.

When representatives from the RPT engage with the public, staff, partners or stakeholders, we may ask for feedback to ensure that our engagement or consultation has achieved the intended outcome or to understand the needs of those participating. This may require us to ask personal information in line with our legal duties to ensure meaningful engagement or consultations are held.

2) How does the Council collect this information?

- Questionnaire (digital and manual)
- Surveys (digital and manual)
- Dialogue platforms
- Social Media
- Gwent RPB website
- Evaluation/feedback (digital and manual)
- Training (face to face or virtual)
- Briefs (face to face or virtual)
- Events/Conferences (face to face or virtual)
- Email
- Telephone
- Videos (where consent has been obtained)
- Photographs (where consent has been obtained)
- Recordings (where consent has been obtained)

3) What information does the Council collect about you?

The Regional Partnership Team collects;

- Name
- Email address
- Date of birth (Placement work)
- DBS status (Placement work)
- Qualification
- Reason for engagement
- Place of work (applicable to staff and stakeholders)
- Position (applicable to staff and stakeholders)

4) Why does the Council 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 only applies to videos, photographs and recordings, we do not rely on consent for the processing of any other data
- (e) We need it to perform a public task

- **Social Services and Wellbeing Act 2014**
- **Equality Act 2010**
- **Welsh Language**

Please note we may ask for consent to engage in the service or for the sharing of information with providers, however, consent is not the legal basis we rely on to process your personal data.

5) Special categories of personal data:

We may collect the following special category data;

- personal data revealing racial or ethnic origin
- personal data revealing religious or philosophical beliefs
- data concerning health (disability)
- data concerning a person's sexual orientation

We collect this under Article 9 of the UK GDPR.

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

6) Who has access to your data?

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

Your data may also be shared externally with organisations for the provision and improvement of services, as well as influencing strategic and policy decisions. These may include, but not be limited to:

- Gwent Local Authorities (Caerphilly County Borough Council, Newport City Council, Blaenau Gwent County Borough Council and Monmouthshire Council)
- Welsh Government (Anonymised statistical information may be shared with Welsh Government to determine the success of a project however this will not identify an individual)
- 3rd sector organisations
- Care providers commissioned by Gwent Local Authorities
- Advocacy services

- Health Board - Aneurin Bevan Health Board
- Police
- Gwent RPB Project Management Office (PMO)

When sharing your data with external organisations we will only share the information that does not specifically identify you or associate you with that information.

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

Is the Data transferred out of the UK?

No

7) How does the Council 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 within:

- Secure Cloud
- Secure network drives
- Paper or hard copies (scanned and securely destroyed once saved)

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

- **Up to 10 years**

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 Regional Partnership Team, Torfaen County Borough Council, Floor 6, Civic Centre, Pontypool, Torfaen, NP4 6YB or by email GwentRegionalPartnershipBoard@torfaen.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