TAFF'S WELL AND NANTGARW COMMUNITY COUNCIL

PRIVACY NOTICE

(incorporating explanatory details and information when personal data is used and likely to be collected)

Why have a privacy policy?

The Council is committed to protecting your privacy when you use its services. Set out in this notice is the Council policy/practice that deals with 'personal data'/information (personal data) and to fulfill the Data Protection legislation (the Legislation) requirements which is regulated and enforced by the Information Commission Officer (see later for contact details).

What is personal data?

Personal information can be anything that directly or indirectly identifies and relates to a living person. This can include information that when linked with other information can identify a person.

Some information is 'special' and needs more protection due to its sensitivity. It is often information you would not want widely known and is very personal to you. This is likely to include anything that can reveal your:

-sexuality and sexual health
-religious or philosophical beliefs
-ethnicity
-physical or mental health
-trade union membership
-political opinion
-genetic/biometric data -criminal history.

Who has responsibility for personal data?

Data Controller

Taff's Well and Nantgarw Community Council is the data controller under the Legislation in respect of all personal data collected. The Council is registered as a data controller with the Information Commissioner's Office.The Council's contact details are:

Taff's Well and Nantgarw Community Council , Community Block , Ffynnon Taf Primary , Cardiff Road , Taff's Well CF15 7PR

How does the Council take decisions and process personal data?

The Council's powers derive from legislation. In accordance with these powers decisions are usually taken at the Council, Committee, or sub-Committee meetings although it can delegate decisions, for example, to an officer.

When using personal data, the Council will comply with a series of data protection principles. These principles are to protect you. The Council will:

-Process all personal information lawfully, fairly and in a transparent manner;

-Collect personal information for a specified, explicit and legitimate purpose;

-Ensure that the personal information processed is adequate, relevant and limited to the purposes for which it was collected;

-Ensure the personal information is accurate and up to date;

-Keep your personal information for no longer than is necessary for the purpose(s) for which it was collected;

-Keep your personal information securely using appropriate technical or organisational measures.

Why does the Council process personal data?

Information about you is required to, for example,

-deliver and manage services to you and the locality the Council represents such as;

-consultation on planning application;

-enquiries and complaints;

-allotments;

-events;

-grants;

-open spaces;

-publicity;

-community centers and halls;

-legal and other claims;

Not always, but on occasions and before using the personal data received, the Council may require your consent. (If your consent is required you will be invited to sign a consent notice and return it to the Council. However, you will NOT be obliged to give your consent and any consent given can be withdrawn later.)

How does the law allow the Council to use your personal data?

There are many occasions when the law allows the Council to use your personal data:

-where you, or your representative, has given explicit consent for specific processing purpose(s);

-you have undertaken a contract with the Council or have undertaken steps leading to the award of a contract;

-for employment purposes;

-to comply with the Council's statutory duties;

-to protect you or another individual's "vital interests" in an emergency;

-to undertake a task carried out in the public interest or in the exercise of authority given to the Council;

-to deal with a legal and other claim(s);

-you have made your data publicly available;

-for archiving, research or statistical purposes; and

-for legitimate interests - note the Council can only rely on this ground if it is processing for a legitimate reason other than performing tasks as a public authority.

Note:

-Alternative rules apply for the processing of the "sensitive"/special categories of personal data, referred to above.

-Consent

If you have given the Council your consent, you have the right to remove it at any time. If you want to remove your consent, please contact the Clerk to deal with your request.

When will the Council use the personal data?

The Council will only collect and use personal information if it is needed it to deliver a service or meet a requirement.

If the Council uses your personal data for research and analysis, it will be kept anonymous or use a different name unless you' have agreed that your personal data can be used.

The Council does not sell your personal information.

Who may also receive your information?

Sometimes the Council has a legal duty to provide your personal data to other organisations and this may override your right to privacy, for example:

-in order to find and stop crime and fraud; or -if

there are serious risks to the public, or staff; or

-if there is an emergency.

Additionally, the Council may to use a range of organisations to either store personal data or help support the delivery of the service you may receive, such as

-the NHS;

-the County Borough Council;

-the Police;

-the Fire Service;

-HMRC; and, possibly, voluntary organisations.

Unless required by law, and before sharing the information, the Council will seek to ensure that the sharing organisation itself complies with the Legislation:

How long will the personal data be held?

The Council will only keep your information for as long as it is required to be retained and the retention period is either set out in the Council policy or in the Legislation. There will be a good or legal reason for keeping your personal data for a set period.

Once your information is no longer needed it will be securely and confidentially destroyed. A copy of the Council policy can be viewed on Taff's Well and Nantgarw Community Council website, or obtained by contacting the Clerk.

What are your rights?

You have certain rights under the Legislation, namely:

-The right of access to any personal information the Council holds about you;

-To request a copy of this information you must make a subject access request in writing to the Council's Data Protection Officer, either by way of a letter, email or by an agreed alternative method:

To enable the Council to deal with the request you will need to include your current name and address, proof of identity (such as copy of your driving license, passport or two different utility bills that display your name and address), and as much detail as possible so that the authority can identify any information it may hold. However, will not let you have data involving:

-Confidential information about other people; or

-Data that will cause serious harm to your or someone else's physical or mental wellbeing; or

-If the information may obstruct the Council from preventing or detecting a crime.

-To receive free a copy of your personal data within a calendar month of receipt of your request;

-The right of rectification. The Council must correct inaccurate or incomplete data within one month;

-The right to erasure. You have the right to have your personal data deleted and to prevent processing unless the Council has a reason or legal obligation to process your personal data;

-The right to restrict processing. You have the right to suppress processing. The Council can retain only information about you to ensure that the restriction is respected in future;

-The right to data portability. The Council will provide you with your personal data in a structured, commonly used, electronic readable form when asked;

-The right to object. You can object to your personal data being used for profiling, direct marketing or research purposes (see below); and

-Rights in relation to automated decision making (see below) to reduce the risk that a potentially damaging decision is taken without staff involvement. Please note that the Council does not undertake automated decision making.

Does the Council's transfer personal data a third country and where is the personal data kept?

The Council stores paper copy data under lock and key in its office and electronic personal data on the Company Hard drive. The internet is global, and there may be occasions when the data may leave the UK. It is also possible that information provided will be temporarily transferred via a route outside the EU as it passes between you and the Council.

You should also be aware that data transmitted via the Internet cannot be guaranteed to be completely secure during transmission. The Council cannot ensure nor warrant the security of any information you transmit to the Council whether by email or otherwise.

Security of your information and how does the Council protect the personal data?

The council will do what it can to make sure that the data is held in a secure way whether on paper or electronically in a secure way. The security includes, for example:

-Controlling access to systems and networks allows us to stop people who are not allowed to view your personal information from getting access to it;

-Training staff to make them aware of how to handle information and how and when to report when something goes wrong; and

-Keeping up to date on the latest security updates (commonly called patches).

How to make a complaint or comment?

If you wish to make a complaint or comment, please contact the Council, for example, by calling at the office, or by letter or email.

You may also contact the Information Commissioner's Office at:

The Information Commissioner's Office, Wales, 2nd Floor, Churchill House, Churchill Way, Cardiff, CF10 2HH Telephone: 029 2067 8400
Fax: 029 2067 8399 Email: wales@ico.org.uk The office welcomes calls in Welsh on 029 2067 8400. Mae'r swyddfa yn croesawu galwadau yn Gymraeg ar 029 2067 8400, or

The Information Commissioner Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF Phone: 08456 30 60 60 Website: www.ico.gov.uk