

Notice (V 1.0 Live)

Councillor:	Giles Davies
Work area: Torfaen	Abersychan Ward
Contact Details:	07966 463948
Privacy Notice Name:	Councillor Giles Davies Privacy Notice

PRIVACY NOTICE FOR CONSTITUENCY WORK: CLLR GILES DAVIES

Data controller:

Councillor Giles Davies

C/o Civic Centre

Pontypool

NP4 6YB

1) Personal data has been sourced directly from :

The person(s)

A 3rd party

2) What information will I collect about you?

Names, addresses, dates of birth, sex, assets, liabilities, financial statements; salary details and bank account information; next of kin details; appraisal, disciplinary and holiday records; sickness and medical records; previous work history, qualifications, and skills; photo's, and pseudonyms

3) I will collect this information in a variety of ways:

Verbally, electronically through a computer, email, third parties

I will store your data:

Electronically

Paper filing

4) Why will I process your personal data?

Consent

Necessary to fulfil the tasks in the public interest or exercise of authority vested in the Council

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5) Special categories of personal data collected:

Race, ethnic origin, politics, religion, trade union, trade union membership, general data, sex life, sexual orientation.

I can process this category of data because:

It is necessary to fulfil the obligations of the controller and data subject

6) Who has access to your data?

Torfaen Council
Educational establishments
Governing bodies
Health Services
Police Services
Welsh Government Departments
Charitable trusts
Regional partnerships/Regional Boards
Probation Services
Prison Services
Trades Unions
Political bodies

I will share your data with third parties because - It is necessary to fulfil the obligations of the controller and data subject

Data will not be transferred out of the European Economic Area (EEA)

7) How will I protect your data?

Your information will be stored securely either electronically or in paper format to ensure the data is not lost, accidentally destroyed, misused or disclosed. Where I engage with third parties to process personal data, it will be done on the basis of written instructions.

8) How long does the Council keep your data?

I will hold your personal data on for as long as needed and no longer than maximum of 12 months and will securely destroy after this time

I will not be making automated decisions/profiling with your data?

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Your rights

You have a number of rights you can exercise:

- access and obtain a copy of your data on request
- require me to change incorrect or incomplete data
- under certain circumstances you can require me 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 me
- 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 me

Cllr Giles Davies

Dated - 25th May 2018