**Directorate:** Social Care and Health

**Service Area:** Public Protection

**Contact Details:** [**dataprotection@monmouthshire.gov.uk**](mailto:dataprotection@monmouthshire.gov.uk)

**Privacy Notice Name:** Public Protection

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| * **How we will use your information**   Monmouthshire County Council has obtained the following categories of your personal data:   * Contact Details * Educational/training records   **Source of your personal data**     1. This information has been shared with Monmouthshire County Council by another organisation as detailed below 2. This information was obtained by Monmouthshire County Council through publicly available sources as detailed below: 3. If you would like further information on the source of this information please contact Monmouthshire County Council. You may be required to apply for this information as a Subject Access Request. |
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| **Purpose and legal basis for using your information**  **Our legal reason(s) for using your information:**   1. We are under legal obligation to process your information 2. Processing is necessary for the performance of a public task |
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| **Who will have access to your information?**  The Data Controller for your information is Monmouthshire County Council.  Email: dataprotection@monmouthshire.gov.uk  Other Data Controllers may also be responsible for your information, depending on the specific circumstances. Please contact the Service Area for further information.  **These are the departments we share your data with internally:**  Council Tax  Legal and solicitors  **These are the agencies/ organisations we share your data with externally:**  Public Health Wales  Police  Health and safety Executive  Food standards Agency  Local Authorities  HMRC  Welsh Water  **There are circumstances where we are legally obliged to share your information with :**  Government Law Enforcement Agencies e.g. with the Police under the Prevention or Detection of Crime Act. HMRC, FSA and HSE  **Requests for information**    All recorded information held by Monmouthshire Council may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and General Data Protection Regulation including any other Data Protection law.  If the information you provide is subject to such a request, where possible Monmouthshire County Council will consult with you on its release. If you object to the release of your information we will withhold your information if the relevant legislation allows. |
| **How long will we retain your information?**  How long Monmouthshire County Council retains information is determined through statutory requirements or best practice.  Please refer to our retention schedule  Disposal at the end of the retention period should be as follows:-   Paper - via the confidential waste paper system.   Electronic - deletion from server  After 6 years |
| **Your Rights**  **Your rights under the General Data Protection Regulation are:**   * The right of access * The right to rectification   For further information please refer to [www.ico.org.uk](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/) |
| **Complaints Procedure**  If you object to the way that Monmouthshire County Council is handling your data, you have the right to complain. Please contact the Service Area detailed at the top of this document outlining your issues. Please follow this link for further information on the link [here](http://www.monmouthshire.gov.uk/app/uploads/2013/06/How-to-make-a-complaint-Easy-read.pdf)  If you remain unhappy you also have a right to complain to the Information Commissioner's Office [www.ico.org.uk](http://www.ico.org.uk) |

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|  | **Privacy Notice No:**  **Date Created:**  **Date Published:**  **Version Number:** | SCHPP001  10.05.18  25.05.18  1 |

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| **Data Privacy Summary Notice** |

**How we will use your information**

Processing of your personal data by Monmouthshire County Council (MCC) is necessary to fulfil our statutory obligations. Without this information, Environmental Health Commercial MCC may not be able to fulfil the performance of a public task.

Your details will be legitimately shared in a safe and secure manner. From time to time it may also be necessary that we share your personal details with external government departments. Your personal details will not be shared further, unless in relation to safeguarding or other legal obligations.

Your records will be safely stored and retained in line with our retention policy, unless we need to retain under another lawful basis.

You have a number of rights in relation to the information including the right of access to information we hold about you and the right to complain if you are unhappy with the way your information is being processed. For further information on how we process your information and your rights please click the following link:

Should you need to make a complaint about the way your data has been processed, please contact [dataprotection@monmouthshire.go.uk](mailto:dataprotection@monmouthshire.go.uk) or if you are not fully satisfied you may contact the Information Commissioner’s Office online at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns) or via their helpline: 0303 123 1113