

# Newport City Council PRIVACY NOTICE and; GENERAL DATA PROTECTION REGULATION (GDPR) Statement The Data Protection Act 2018

Newport City Council (NCC) collects and processes a large amount of personal information to carry out its functions as a local authority. This document explains how we collect and store your data and provides an overview of our processing activities. Please note that the detail of our processing activities will be contained within the individual Privacy Notices, the details of which can be obtained on our website.

## **Source and Categories of Information being processed.**

The majority of the information we collect is provided by you, the Data Subject. Sometimes, we obtain your personal data from sources other than yourself. Where this is the case, we will tell you where we have obtained your information (the source) and explain to you the categories of information that we have collected, for example, your name, address and date of birth.

## **Purpose and legal basis for using your information.**

For each of our processing activities, we will tell you explicitly why we need to process your personal information. We will also identify a legal basis for processing your information. We will only ever ask you for information about yourself that is appropriate for the purposes of processing.

If we have obtained your consent to process your information, you have the right to withdraw your consent at any time and we will explain to you, clearly, how to do this.

As a Public Authority, some of the services we deliver are either statutory (official authority), or there is a high expectation of us, to deliver a service (public duty/task). Occasionally, we will ask you to sign a contract to enable us to deliver a service. Where this is the case, we will ask you for personal information to enable us to deliver the service. If you choose not to provide the information, we will explain to you, clearly, the consequences of not providing the information.

Sometimes we process special category data which is afforded more protection under the Data Protection Act 2018. This is because special category data is deemed to be more sensitive. If we are processing your special category data then we need to establish a further lawful basis for processing, and we will tell you what that lawful basis is. *Special category data is deemed to be data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, the processing of genetic or biometric data for the purposes of identification, health data and sexual orientation.*

Sometimes we use computers or technology to help us make decisions about the service we offer you. If we have used this technology, we will detail what decision making or profiling system we have used and how the decision is made.

## **Who will have access to your personal information?**

**Newport City Council** is the data controller and the Data Protection Officer is:

Digital Services Manager

Email: [information.management@newport.gov.uk](mailto:information.management@newport.gov.uk)

Tel: 01633 656656

Please note that other data controllers may also be responsible for your information, depending on the specific circumstances. Please contact us for further information.

When we process your personal information, we will tell you;

- i. Who the main users of your information are
- ii. If we share your information and who we share it with (both internally and externally)
- iii. If we use 'data processors' and who they are. Data processors are specialist organisations that we may engage with, who process your data on our behalf
- iv. The details of any international transfer of your personal data

### **Requests for Personal Information**

**All recorded personal information held by Newport City Council may be subject to requests under the Data Protection Act 2018.**

If you would like to request a copy of the personal information that we hold about you, you can request to have a copy of our **Personal Information Request Form** here:

[information.management@newport.gov.uk](mailto:information.management@newport.gov.uk)

### **Your Rights**

**The Data Protection Act gives you a number of rights. Please note that not all of these rights are absolute and we will need to consider your request upon receipt. You have the right to request:**

- a) to have your data rectified if it is inaccurate or incomplete;
- b) to have your data erased;
- c) to restrict the processing of your data;
- d) to exercise your right to data portability;
- e) to object to the processing for the purposes of direct marketing, profiling and automated decision making.

**In all instances, please submit your request to:**

[information.management@newport.gov.uk](mailto:information.management@newport.gov.uk)

### **Complaints Procedure**

If you are unhappy with the way Newport City Council is using your data, you have the right to complain to us. If you would like to do this, please contact us by sending an e-mail to this address;

[information.management@newport.gov.uk](mailto:information.management@newport.gov.uk)

If you are not content with the subsequent outcome of your complaint, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the Council's complaints procedure. The Information Commissioner can be contacted at:

The Information Commissioners Office,  
Wycliffe House, Water Lane,  
Wilmslow,  
Cheshire  
SK9 5AF.

<https://ico.org.uk/>

### **How long will we retain your information?**

We will retain your information in line with Newport City Council's Information Retention and Disposal Policy. We will only retain your information for as long as is needed, after which, it will be deleted or destroyed.

### **Information Security**

We will protect the integrity and confidentiality of your personal data by using the appropriate technical or organisational measures to ensure the security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.