

## Service Area and contact details

<b>Service Area:</b>	Regeneration Investment & Housing
<b>Contact Details:</b>	Barry Rennocks (barry.rennocks@newport.gov.uk)
<b>Privacy Notice Name:</b>	Data stored by the Community Regeneration team

## Source and categories of information being processed

This section is only relevant if personal data has been obtained from a source other than yourself (the data subject).

### Newport City Council has obtained the following categories of your personal data:

Click here to enter text.

### We have obtained your information from:

Click here to enter text.

## Purpose and legal basis for using your information

Here, we will explain the reason why we have collected your personal data and the reasons for processing.

### Our legal basis for processing your information:

We have a statutory obligation to process your personal data

### Further details about our legal basis for using your information and the purpose of processing:

Newport City Council is the data processor, acting on behalf of the Welsh Government (the data controller) to deliver Government funded projects to the local community. You have been registered on, or are asking to be registered on a Community Regeneration project supported by Newport City Council, Welsh European Funding Office, Welsh Government, or another Government funded project. As such, we are required to store and process data about you. The Community Regeneration section is responsible for the projects listed below (from this point called the 'list of projects')

- Flying Start and all Flying Start commissioned partners
- Play team
- Communities for Work
- Communities for Work +
- Neets Team (Not in Education, Employment or Training)
- Resilience team
- Families First and all Families First commissioned partners
- Adult Community Learning
- Work Based Learning Academy
- Youth Service
- Legacy team
- Inspire to Work
- Inspire to Achieve
- Journey to Work
- All work and skills projects

- Any other new project within the Community Regeneration section

All of your data will be stored on our own internal database called the Community Evaluation and Monitoring Project (CEMP) database. This is a secure database only accessible to employees within the community regeneration section. Your personal information will not be used for anything else except the reason it was collected and we will not share your data with any other agency unless there is an obligation upon us to do so.

**The right to withdraw consent**

If we are relying on your consent to process your data, you have the right to withdraw your consent to this processing at any point. To do so, please contact the person named at the top of this privacy notice.

*(Only relevant to consent based processing)*

**You must provide us with the information we need to deliver the service, if there is either:**

- a) A contractual obligation to do so, or
- b) A statutory obligation to do so.

*(Only relevant if the lawful basis for processing is the performance of a contract or Public duty/task obligation)*

**The consequences of not providing the information are as follows:**

We will be unable to deliver the community regeneration project that is relevant to your needs.

Also, the project areas of the community regeneration section listed above must provide evidence of service delivery to the funding provider. For example, we may be asked to evidence how many people attended certain projects and if we achieved our objectives. Without your data we cannot do this.

**Special Category Data**

*(Only relevant if special category data is being processed)*

Sometimes we process special category which is afforded more protection under the Data Protection Act. 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 have highlighted this below:

For archiving in the public interest, scientific, historical research or statistics

As a client of one of our projects we will need to collect and process some of your sensitive personal Information including sensitive information about your home and family circumstances and your wellbeing including health data where needed for example:

- Information about your nationality and entitlement to work in the UK
- Information about criminal records (if required)
- Equal opportunities monitoring information including details of ethnic origin, sexual orientation, religious or philosophical beliefs
- Information about disability, medical or health records

**Automatic decision making/profiling**

*(Only relevant if we are making an automated decision on a data subject)*

We do not use automatic decision making or profiling to make decisions about the services we offer you.

**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

Other data controllers may also be responsible for your information, depending on the specific circumstances. Please contact the service area for further information.

**The main users of your personal information are:**

All staff who provide support to clients from the list of projects cited above within the community regeneration section of Newport City Council

**We may share your information within Newport City Council:**

All projects within the community regeneration section listed above to determine your suitability to the various projects and training that we offer.

We will only share data that is appropriate for the purposes.

**We may share your information with other, external organisations:**

We share your data with various external organisations to assist us in delivering services to you. The full list of partners we work with is available upon request.

The Welsh Assembly government is the data controller, and as such, may periodically ask for your data as and when required.

Newport City Council may share your data with other organisations for the purpose of the prevention and detection of fraud. For further information about the National Fraud Initiative please click here

<http://www.newport.gov.uk/en/Council-Democracy/About-the-council/National-Fraud-Initiative.aspx>

**Sometimes we use the specialist help of other organisations/companies to process your data on our behalf. These companies are known as 'data processors'. In processing your data, we use the following data processors:**

We share your data with various external organisations to assist us in delivering services to you. The full list of partners we work with is available upon request.

Welsh Assembly government is the data controller, and as such, may periodically ask for your data as and when required.

**Details of any international transfers of your personal information:**

*(if applicable)*

We will not transfer your data internationally.

Requests for information

**All recorded information held by Newport City Council may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and the Data Protection Act.**

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)

If you would like to submit a Freedom of Information Request/Environmental Information request to us, you can submit your request to us here:

[www.newport.gov.uk/FOI](http://www.newport.gov.uk/FOI)

## 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.

## How long will we retain your information?

### Details of retention period

We will retain your information in line with our Information Retention and Disposal Policy and will keep your information only for as long as it is needed, after which it will be deleted or destroyed. If you have any specific data retention queries, please contact us using the contact details listed above.

