



MONMOUTHSHIRE COUNTY COUNCIL DATA PRIVACY NOTICE

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| Directorate: | Enterprise |
| Service Area: | MonLife |
| Contact Details: | dataprotection@monmouthshire.gov.uk |
| Privacy Notice Name: | Evidencing MonLife's Impact |

How we will use your information

Monmouthshire County Council has obtained the following categories of your personal data:

- Name
- Contact Details
- Age at time of recording (if relevant)
- Personal stories/direct quotes & testimonials about how your life has been impacted by MonLife
- Photos/videos (if provided by you)

The following special category information may also be collected if directly relevant:

- General health & wellbeing information
- Sexual orientation

Source of your personal data

This information is taken from the MonLife Success Story template you completed and/or any evaluation forms you completed with individual MonLife Services.

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.

Purpose and legal basis for using your information

Our legal reason(s) for using your information:

CONSENT - We are relying on your explicit consent to process your personal information AND publically share the personal story you have provided

Your right to withdraw your consent

You have the right to withdraw your consent to the processing of this information.

In this circumstance we will aim to remove your information from the public domain as far as is possible. But please be aware that we may not be able to delete all formats. For example copies of printed documents, reports or leaflets that have already been shared within our networks/community.

To withdraw your consent please contact MonLife using the details contained on the top of this document.

Who will have access to your information?

The Data Controller for your information is Monmouthshire County Council.



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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:

MonLife Marketing Team

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.

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?

We will retain your information for a maximum of 2 years.

Should we wish to continue to use the information/stories you have provided after the 2 years, we will contact you to seek a new consent agreement.

Your Rights

Your rights under the General Data Protection Regulation are:

- The right to be informed
 - The right of access
 - The right to rectification
 - The right to the rectification, blocking, erasure or destruction of your information in certain circumstances.
 - The right to restrict processing
 - The right to data portability
 - The right to object
 - The right to compensation if Monmouthshire County Council fail to comply with certain requirements of General Data Protection Regulation in respect of your information.

For further information please refer to www.ico.org.uk

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 complaints process.

If you remain unhappy you also have a right to complain to the Information Commissioner's Office www.ico.org.uk



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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 be able to share the personal stories of success and change that you have consented to. We will only publically share the information you have told us you wish to be shared.

All of the personal details you provide on the form will be legitimately shared within the MonLife Marketing Team in a safe and secure manner. Your contact details will not be shared further, unless in relation to safeguarding or other legal obligations.

If we plan to share your consented story with another organisation we will check that their privacy notices and agreements adhere to ours. Your contact information will not be shared.

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 <https://www.monmouthshire.gov.uk/your-privacy/>

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