

1. IMPORTANT INFORMATION

Merthyr Tydfil County Borough Council is responsible for deciding how we hold and use personal data we collect. We are committed to protecting your personal data and complying with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. We are registered with the Information Commissioner’s Office (ICO) under registration number Z5957136.

It is important that you read this privacy notice together with our [Privacy Standards Policy and full privacy notice](#) which contains more detailed information about our data processing and can be accessed on our website.

This privacy notice explains how Merthyr Tydfil County Borough Council uses your personal data in connection with the administration, delivery, monitoring, evaluation and assurance of the Local Growth Fund programme. The Local Growth Fund supports economic development, skills, employability, community resilience and regeneration initiatives across Merthyr Tydfil.

2. WHO WE ARE

Merthyr Tydfil County Borough Council is the data controller therefore we are responsible for the personal data we hold. The Council is made up of different departments, details of which can be found on our [website](#). When we mention the Department, we are referring to the Regeneration Department who is responsible for processing your data for the services detailed in this privacy notice.

This notice applies to individuals who participate in projects funded through the Local Growth Fund, employees and representatives of funded organisations, grant applicants, project delivery partners and other individuals whose personal data is processed for the purposes of administering, monitoring or evaluating Local Growth Fund activities.

Merthyr Tydfil County Borough Council has appointed a Data Protection Officer who can be contacted using the details at the top of this notice.

3. WHAT PERSONAL DATA IS USED

We may collect, use, store and transfer different kinds of personal data about you as follows:

- Name
- Address
- Telephone number
- Email address
- Date of birth
- National Insurance Number (where required)
- Payroll reference number (where required)
- Gender
- Language preference
- Employment status including employability information
- Employer details
- Job role
- Qualifications, training records and achievement information
- Education history
- Attendance records
- Participation records
- Outcome monitoring information
- Skills information
- Financial information such as income details, salary information or benefit entitlement where required for eligibility assessment or programme monitoring.

There are special categories of more sensitive personal data which require a higher level of protection. We collect, store and use the following special categories of personal data about you:

- Racial or ethnic origin
- Health including physical and mental health

Equality monitoring information may be collected to help assess whether Local Growth Fund activities are reaching under-represented groups, including young people, disabled people, women and people from ethnic minority communities. This information is used for monitoring, reporting, evaluation and compliance with funding requirements.

We explain the different methods used to collect this data about you in section 4 of this privacy notice.

4. HOW YOUR PERSONAL DATA IS COLLECTED

We collect personal data through funding application forms, assessment processes, project monitoring activities, programme evaluation exercises and

supporting documentation submitted by applicants, participants and delivery organisations. We may also receive information from partner organisations involved in the delivery of Local Growth Fund activities.

We will store your personal data within the Council's secure electronic records systems and approved business applications. Access is restricted to authorised personnel with a business need to access the information. All personnel that have access to your personal data are provided with annual data protection and information security training.

The Council may use approved Artificial Intelligence (AI) tools, including Microsoft Copilot and other similar technologies, to assist employees in carrying out their duties. AI may be used to support administrative tasks, information retrieval, document drafting, summarisation, and data analysis. Any personal data processed through these tools will be handled in accordance with UK data protection law, the Council's information governance framework, and applicable security requirements. Decisions affecting individuals are made by appropriately authorised officers, and AI is used as a supporting tool rather than as a substitute for human judgement.

We may collect additional information from delivery partners, grant recipients, Rhondda Cynon Taf County Borough Council, Welsh Government and other organisations involved in the administration, monitoring, assurance and evaluation of the Local Growth Fund programme.

We will collect additional personal data during our Council business functions and the services we provide to you throughout your contact with us. For more information about how your personal data is used in other service areas please visit our privacy notice [webpage](#).

5. LEGAL BASIS FOR PROCESSING

We will only use your personal data where the data protection legislation allows us to. These will include the provisions set out under the [General Data Protection Regulations](#) and where relevant the [Data Protection Act 2018](#). We will use your personal data in the following circumstances:

- Article 6(1)(e) which related to a public task carried out in the public interest or in the exercise of official authority vested in the Council. This processing is necessary for the administration, delivery, monitoring, evaluation, audit, assurance and fraud prevention activities associated with the Local Growth Fund programme.
- Article 9(2)(g) UK GDPR (Substantial Public Interest); and
- Schedule 1, Part 2, Paragraph 6 of the Data Protection Act 2018 (Statutory and Government Purposes).
- The processing supports the Council's statutory functions relating to economic wellbeing, regeneration, partnership working and the effective stewardship of public funds.

In addition to the lawful bases under the UK GDPR, we may also process your data under the Recognised Legitimate Interests introduced by the Data (Use and Access) Act 2025. This includes processing for the purposes of safeguarding and responding to emergencies, where it is necessary and proportionate to do so.

6. SHARING YOUR PERSONAL DATA

We may share your personal data across the Department to provide you with the support you require, we will also share your data internally with other Departments which includes:

Economic Development / Regeneration	- Programme administration and delivery
Finance	- Processing funding payments and financial monitoring
Legal Services	- Compliance and Legal advice
Audit	- Audit and assurance activities
Information Governance Team	- Data protection compliance and information rights requests

Other Council departments that are not listed may be required to process your personal data in order to deliver the Local Growth Fund Programme.

To ensure we can carry out these services we will also be required to share your personal data with external organisations which will include:

Rhondda Cynon Taf County Borough Council	Lead authority reporting, monitoring and oversight
Welsh Government	Funding administration, performance monitoring and evaluation
Funded organisations and delivery partners	Delivery of Local Growth Fund projects
Auditors and authorised assurance bodies	Audit, assurance and compliance requirements

The Council has signed a WASPI Data Disclosure Agreement with Rhondda Cynon Taf County Borough Council. Information shared for reporting purposes will normally be anonymised, aggregated or statistical in nature. Where necessary for audit, assurance, compliance verification, fraud prevention or investigation purposes, participant-level information may be requested and shared where this is lawful and proportionate.

The Council has entered into data sharing agreements, where required, with organisations delivering or participating in Local Growth Fund funded activities. These agreements set out the roles and responsibilities of the parties and provide a framework for the lawful sharing of personal data.

There may be occasions when we must share your personal data with Welsh Government for statistical and analysis reasons. Welsh Government use personal data held by us to regulate how we discharge our public functions.

We do not routinely transfer your personal data outside of the United Kingdom. Where such transfers are necessary, we will ensure appropriate safeguards are in place in accordance with UK data protection legislation.

7. HOW LONG WE KEEP YOUR PERSONAL DATA

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. The personal data collected in accordance with the processing detailed in this notice will be retained in accordance with the funding requirements. After this date, your personal data will be securely destroyed.

Details of retention periods for different aspects of your personal data are available in our Records Management Policy which is available on our website (www.merthyr.gov.uk).

8. HOW WE KEEP YOUR PERSONAL DATA SECURE

We have implemented appropriate security measures to prevent your personal data from being accidentally lost, used, accessed, altered, or disclosed in an unauthorised way. We limit access to your personal data to those employees who have a business need to know. Our employees will only process your personal data on our instructions, and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so. You can find out more about how we keep your personal data secure by contacting our Information Security Officer on information.security@merthyr.gov.uk.

9. YOUR LEGAL RIGHTS

In certain circumstances, you have rights under data protection laws in relation to your personal data. These are outlined in the GDPR and include:

- The right to Rectification – you have the right to ask to have your information corrected.
- The right to Restrict processing may apply – you may request that we stop processing your personal data however, this may delay or prevent us delivering a service to you. We will seek to comply with your request but may be required to hold or process information to comply with our legal duties.
- The right to Object – this is not an absolute right and will depend on the reason for processing your personal information.
- The right to Erasure - you may request that we erase your personal data however, this may delay or prevent us delivering a service, or continuing to deliver a service. We will seek to comply with your request but may be required to hold or process information to comply with our legal duties.
- The right to not be subject to Automated decision making and profiling.
- The right of Access – you have the right to ask us for copies of your personal data. To make a request, please contact the Information Governance Team.
- The right to Complain – you have the right to complain about how your personal data is used. To make a complaint please contact the Information Governance Team.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if you make any changes to your personal data so that we can update our records.

If you want to review, verify, correct, request erasure, object, or request that we transfer a copy of your personal data to another party, please contact the Data Protection Officer in writing using the contact details provided at the top of this notice.

10. FURTHER DETAILS

You also have the right to make a complaint at any time to our Data Protection Officer, whose contact details are provided above, or the Information Commissioner's Office, the UK supervisory authority for data protection issues:

Address: Information Commissioner's Office (Wales), 2nd Floor, Churchill House, Churchill Way, Cardiff, CF10 2HH
Email: wales@ico.org.uk
Tel: 0330 414 6421

If you are looking for more information on how we process your personal data including data security, data retention, individual rights please access our [full privacy policy](#). You can also obtain information directly from Information Commissioners Office [website](#), www.ico.org.uk.

Please note, our privacy notice's do not form part of any contract to provide services. We may update this notice at any time if we do, we will ensure that an updated copy of this notice is made available to you as soon as reasonably practical.



Mae'r ddogfen hon hefyd ar gael yn Gymraeg.
This document is also available in Welsh.