

# Merthyr Tydfil County Borough Council Privacy Notice ACCOUNTANCY DATA USE

This notice has been written in accordance with the General Data Protection Regulations and relevant legislation.

## Information Governance Team

**Lisa Richards** - Data Protection Officer

**Sam Bishop** - Data Disclosure and Records Officer

Civic Centre, Castle Street, Merthyr Tydfil, CF47 8AN

Data.Protection@merthyr.gov.uk

01685 7250000



Cyngor Bwrdeistref Sirol  
**MERTHYR TUDFUL**  
**MERTHYR TYDFIL**  
County Borough Council

Date Created:	25 May 2018
Responsible Department:	Accountancy
Responsible Manager:	Steve Jones
Address:	MTCBC, Civic Centre, Castle Street, Merthyr Tydfil, CF47 8AN

Merthyr Tydfil County Borough Council is responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

This notice applies to service users which include which include employees, pupils, residents, members of the public, clients and customers. This notice does 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.

It is important that you read and retain this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information and what your rights are under the data protection legislation.

## IDENTITY AND CONTACT DETAILS OF THE DATA CONTROLLER

Merthyr Tydfil County Borough Council is the Data Controller and is committed to protecting the rights of individuals in line with the Data Protection Legislation including the GDPR.

### Contact details of the Data Protection Officer

Merthyr Tydfil County Borough Council has appointed a Data Protection Officer who can be contacted using the following details:

Mrs. Lisa Richards (Data Protection Officer)

Address:	Information Governance Team Merthyr Tydfil County Borough Council Civic Centre Castle Street Merthyr Tydfil CF47 8AN	Email: data.protection@merthyr.gov.uk Tel: 01685 725000 Fax: 01685 725060
----------	---	---

## **WHAT INFORMATION DO WE HOLD ABOUT YOU**

Personal data, or personal information, includes any information about an individual from which that person can be identified. There are special categories of more sensitive personal data which require a higher level of protection, such as information about a person's health or sexual orientation.

We will collect, store, and use the following categories of personal information about you:

- Personal Descriptors including:
  - Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
- Identification Numbers:
  - National Insurance number.
  - Payroll Number.
  - ID Numbers.
- Financial Details:
  - Bank account details, payroll records.
  - Compensation history.
- Employment Records:
  - Salary and benefits information.
  - Job titles and training records.
- Education:
  - Education history and training, development.

We may also collect, store and use the following special categories of personal information:

- Family or individual health history.
- Information about your health, including any medical condition whether physical or mental health.

## **HOW IS YOUR PERSONAL INFORMATION COLLECTED**

We collect personal information about our service users through the Councils internal departments, namely Payroll, Learning Services, Social Services, and through the Agresso System which is a corporate finance system. We also capture personal information relating to staff purchasing history within our P2P system.

We will collect additional personal information in the course of our Council business functions and the services we provide to you throughout your contact with us.

## **HOW WE WILL USE INFORMATION ABOUT YOU**

We will only use your personal information when the law allows us to. We will use your personal information in the following circumstances:

1. Where we need to perform the contract we have entered into with you.
2. Where we need to comply with a legal obligation.
3. Where it is needed in the public interest or for official purposes in accordance with our public task.
4. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

### **Situations in which we will use your personal information**

We need all the categories of information in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations. We may also be required to process your personal information if it is in the public interest or if it forms part of our public task. In some cases we may use your personal information to pursue legitimate interests of our own or those of third parties, provided your interests and fundamental rights do not override those interests.

#### **Contractual obligation:**

- Maintaining a record of staff qualifications.
- To make emergency CHAPS payment for missed salary payments.

#### **Legal Obligation:**

- Paying emergency salary payments.
- Administering car loan applications and approved loans.
- Setting budgets and monitoring monthly spends.
- Business management and planning, including accounting and auditing.
- Allocation of income from bank accounts into the financial systems.
- Managing submissions for grant applications for funding.
- Processing an uncashed cheque or cheques that have not been authorised due to insufficient funds in the account (written back cheques).

#### **Official Purposes:**

- Auditing our systems for official purposes and reporting outcomes to the regulator.

#### **Legitimate Interests:**

- Monitoring expenditure of individual service areas.

### **HOW WE USE PARTICULARLY SENSITIVE PERSONAL INFORMATION**

Special categories of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data. We may process special categories of personal information in the following circumstances:

1. Where we need to carry out our legal obligations or exercise rights in connection with setting budgets for pupils registered with our Learning Services that relate specifically to the medical information of that pupil.

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

## **DATA SHARING**

We may have to share your data with third parties, including third-party service providers. We require third parties to respect the security of your data and to treat it in accordance with the law.

### **Why might you share my personal information with third parties?**

We will share your personal information with third parties where required by law, where it is necessary to administer the services we are providing to you or where we have another legitimate interest in doing so.

### **Which third-party service providers process my personal information?**

We will share personal data for the purposes of carrying out our tasks. The following third party service providers process personal data about you for this purpose:

Other Local Authorities who are responsible for submitting funding bids

The Welsh Audit Office

The Welsh European Funding Office

Other Grant Awarding Bodies

Barclays Bank Plc

We may share anonymised personal data on an annual basis regarding the financial services managed by the Council with Welsh Government for research and statistical analysis purposes.

### **How secure is my information with third-party service providers and other data controllers?**

All our third-party service providers and other data controllers are required to take appropriate security measures to protect your personal information in line with the Data Protection Legislation. Our third party suppliers and data controllers will provide you with information on how they use your personal information.

### **When might you share my personal information with other data controllers?**

We will share your personal information with other data controllers as part of our regular reporting activities on service engagement, for additional support and delivery of our core activities as a Local Authority, for system maintenance support and hosting of data.

### **What about other third parties?**

We may also need to share your personal information with a regulator or to otherwise comply with the law. This may include the National Health Service, the Police, the Public Services Ombudsman for Wales, the Information Commissioners Office or other Government Department and appointed Regulatory Commissioner's.

## **Transferring information outside the EU**

We will not transfer your data to any countries outside of the EU. If we do we will inform you as soon as possible. If we do, you can expect a similar degree of protection in respect of your personal information.

## **DATA RETENTION**

### **How long will you use my information for?**

We will only retain your personal information 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.

Details of retention periods for different aspects of your personal information are available in our Records Management policy which is available on our website ([www.merthyr.gov.uk](http://www.merthyr.gov.uk)) or from the Information Governance Team who can be contacted on the details provided at the top of this notice. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once you are no longer receiving services from the Council we will retain and securely destroy your personal information in accordance with our Records Management Policy including any applicable laws and regulations.

## **RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION**

### **Your duty to inform us of changes**

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

### **Your rights in connection with personal information**

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).

- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the responsible manager detailed at the top of this notice in writing.

### **No fee usually required**

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

### **What we may need from you**

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

### **DATA SECURITY**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know.

Details of these measures may be obtained from the responsible manager details at the top of this Notice.

The information is held on a secure server with the appropriate access controls. Information is transmitted using the Councils internal email systems or using our secure Egress/GCSX systems. Information which is sent using the postal service is done so via secure recorded delivery methods.

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.

## **MAKING A COMPLAINT**

We have appointed a data protection officer (DPO) to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the Data Protection Officer using the contact details provided at the top of this privacy notice. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues:

Information Commissioner's Office (Wales)  
2<sup>nd</sup> Floor  
Churchill House  
Churchill Way  
Cardiff  
CF10 2HH

Tel: 029 2067 8400

Fax: 029 2067 8399

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

## **CHANGES TO THIS PRIVACY NOTICE**

We reserve the right to update this privacy notice at any time, and we will ensure that the new privacy notice is made available to you when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.