

Merthyr Tydfil County Borough Council Audit Department National Fraud Initiative

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

Rebecca Walsh - Data Disclosure and Records Officer

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

Data.Protection@merthyr.gov.uk

01685 725000



Cyngor Bwrdeistref Sirol
MERTHYR TYDFIL
MERTHYR TYDFIL
County Borough Council

Date Created: 25 May 2018
Responsible Department: Internal Audit
Responsible Manager: Gary Evans
Address: MTCBC, Civic Centre, Castle Street, Merthyr Tydfil, CF47 8AN

This privacy notice provides information on how the Internal Audit Department collects and processes your personal data in order to protect the public funds we administer. It relates specifically to how we process your personal data in accordance with the National Fraud Initiative. The National Fraud Initiative is a data matching exercise. It has been run every two years since 1996 and, to date, has been used to identify fraud and overpayments across the UK.

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.

1. IMPORTANT INFORMATION AND WHO WE ARE

Merthyr Tydfil County Borough Council is the controller and responsible for your personal data. The Council is made up of different departments, details of which can be found on our website. In this notice when we mention the department, we are referring to the Internal Audit Department who is responsible for processing your data.

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

2. THE DATA WE COLLECT ABOUT YOU

The Department will not collect any personal data directly from you. As part of our functions we are required to access your personal data which will be held in manual and electronic systems that are captured by other Council departments. The types of personal data that we may access, collect, use, store and transfer will include:

- Identity and contact data
- Financial Data
- Credit Data
- Employment Data
- Education Data

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

- Lifestyle data such as your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Trade union membership.
- Family or individual health history, health records, blood type, current and past medications and prescriptions including any medical condition, health and sickness records of staff.
- Genetic information and biometric data.
- Information about criminal convictions and offences.

We explain these categories of data and the different methods used to collect data about you in our full privacy notice which is available on our website.

3. HOW WE USE YOUR PERSONAL DATA

In order to protect our public funds we are required to access all internal databases, including manual records, in order to scrutinise them to identify any possible errors or fraudulent cases. The National Fraud Initiative is conducted by the Auditor General for Wales (Auditor General) under his statutory data matching powers set out in Part 3A of the Public Audit (Wales) Act 2004. Under this legislation the Auditor General:

- may carry out data matching exercises for the purpose of assisting in the prevention and detection of fraud;
- may require certain bodies to provide data for data matching exercises;
- may accept data submissions on a voluntary basis;
- must prescribe a scale or scales of fees for mandatory data matching exercises;
- may charge a fee for voluntary data matching exercises; and
- must consult mandatory participants and relevant stakeholders before prescribing the mandatory scale or scales of fees.

The personal information used will relate to and identify our members of staff including agency staff, Councillors, clients, customers, contractors, suppliers, creditors and members of the public residing in the borough of Merthyr Tydfil.

We will only use your personal data when the law allows us to. Merthyr Tydfil County Borough Council is under a legal duty to participate in the National Fraud Initiative as per Section 64B of the Public Audit (Wales) Act 2004.

We need all the categories of information in the list above primarily to enable us to comply with these legal obligations. If we did not supply this information to the Cabinet Office we would be in breach of the Public Audit (Wales) Act 2004 and could face criminal penalties as a result.

4. HOW WE SHARE YOUR PERSONAL DATA

As part of the National Fraud Initiative we will be required to share your personal data with the Cabinet Office and Wales Audit Office who are responsible for auditing and administering public funds in order to prevent and detect fraud. We may also be required to provide the data to other National Fraud Initiative participants in order to identify fraud across the public sector. More detail about how data is shared between the partners can be found in the National Fraud Initiative 2018-19 Data Specifications Document.

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.

5. YOUR LEGAL RIGHTS

Under certain circumstances, you have rights under data protection laws in relation to your personal data including the right to receive a copy of the personal data we hold about you these rights are detailed in the full privacy notice. You also have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues:

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

Tel: 029 2067 8400
Fax: 029 2067 8399
Email: casework@ico.org.uk

6. FURTHER DETAILS

If you are looking for more information on how we process your personal data including on data security, data retention and further information on our lawful basis for processing, please access our full privacy policy.