

# Merthyr Tydfil County Borough Council PRIVACY NOTICE VOLUNTARY REDUNDANCY AND EARLY RETIREMENT SCHEME

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**  
County Borough Council

Date Created: 25 May 2018  
Responsible Department: Human Resources and Development  
Responsible Manager: Fran Donnelly  
Address: MTCBC, Civic Centre, Castle Street, Merthyr Tydfil, CF47 8AN

This privacy notice provides information on how Merthyr Tydfil County Borough Council collects and processes your personal data when we have received your expression of interest and when we are deciding whether your completed application for early retirement or voluntary redundancy is accepted.

Merthyr Tydfil County Borough Council is responsible for deciding how we hold and use personal information we collect. We are required under the data protection legislation to notify you of the information contained in this privacy notice. 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 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 notice relates specifically to how the Human Resources Department will use your personal data after we have received your expression of interest and to decide whether your application under the scheme is successful. This notice relates specifically to the enhancement offer which ran from the 18 October until the 16 November 2018. The voluntary redundancy scheme has been made available to all interested employees with over 2 years continuous service.

The voluntary early retirement scheme is available to members of the Local Government Pension Scheme that are at least 55 years old. The voluntary redundancy / voluntary early retirement package consists of 100% enhancement to the statutory redundancy payment; or a severance payment equivalent to 6 month's salary inclusive of the statutory redundancy payment, which ever results in the highest payment.

The Council Corporate Management Team, under the direction of the Deputy Chief Executive and the Head of Human Resources, will be responsible for assessing the received applications.

## **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. When we mention the department, we are referring to the Corporate Management Team who is responsible for processing your data which will be clear to you when you access this service.

This notice applies to all Council staff of the Council, which includes senior officers, chief officers, heads of service, managers, team leaders and junior officers.

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](mailto:data.protection@merthyr.gov.uk)  
Tel: 01685 725000

## **2. THE DATA WE COLLECT ABOUT YOU**

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

Identity and contact data which will include your name, address and gender.

Financial data such as your salary details including your pay grade and your voluntary redundancy/retirement payment details.

Employment data including your job title, your position within the organisation, and details of your job duties and your hours of work (37hrs etc.)

Geospatial data which relates to the details of your location or in this instance where your physical location is within the organisation or where you are expected to travel for work related purposes.

Lifestyle data such as information relating to your ethnicity, race, language spoken and preferred language.

Health data which includes data relating to your current physical and mental health. This will only be assess when the Corporate management Team are allocating new responsibilities to current members of staff.

We explain the different methods used to collect this data about you in section 3 of this privacy notice.

## **3. HOW WE USE YOUR PERSONAL DATA**

We collect your information using our Expression of Interest and Questionnaire Knowledge

Transfer Application form. Once this form has been received by the Department the Head of Human Resources will assess your application. The forms are held in hard copy format and cross referenced by individual departments. The Accountancy Department working alongside the Payroll Department are responsible for calculating your expected figures which is based on your age and either your length of service or six months salary (whichever is the highest). Once your form has been received the Department will contact you to inform you of your expected payment figure.

We will only use your personal data where the data protection legislation allows us too. 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 information in the following circumstances:

Where we need to discharge our responsibilities as imposed by the contract we have entered into with you which in this instance is your contract of employment.

Where we need to comply with our legal obligations under the following laws:

Employment Rights Act 1996

Redundancy Payments Act 1965

Contracts of Employment Act 1963

ACAS Codes of Conduct

Relevant common law relating to redundancy and termination of employment

Where it is needed in the public interest or for official purposes such as the reorganisation of Local Government and in response to the Welsh Governments Settlement Agreement due to budget restrictions.

We may also process your personal data 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.

#### **4. HOW WE SHARE YOUR PERSONAL DATA**

We may share your personal data across the Human Resources and Development in order to provide you with the support you require, we will also share your data internally across other Council Departments which include:

Payroll and Pensions

Accountancy

Business Change

ICT

Legal and Governance Services

Corporate Management Team

The Department may be required to share your personal information with external bodies which are listed below:

Unison

GMB

Unite

Rhondda Cynon Taff County Borough Councils Pension Department to receive your pension

contribution figures.

We will only share your personal data with the recognised Trade Unions where the law allows. We will only pass member information to the Trade Union, if you are not in a Trade Union we will not share your data with them.

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

## **5. HOW LONG WILL WE USE YOUR INFORMATION**

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. The personal information collected in accordance with the processing detailed in this notice will be retained for 2 years after the employee has left the Council's employment.

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)).

## **6. HOW WILL WE KEEP YOUR INFORMATION SECURE**

We have implemented 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 who have a business need to know. They will only process your personal information 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.

## **7. 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:

Address: Information Commissioner's Office (Wales), 2<sup>nd</sup> Floor, Churchill House, Churchill Way, Cardiff, CF10 2HH  
Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)  
Tel: 029 2067 8400

## **8. FURTHER DETAILS**

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](http://www.ico.org.uk).