

# Merthyr Tydfil County Borough Council

## Short Privacy Notice

### HOUSING DEPARTMENT

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 725000



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

Date Created: 25 May 2018  
Responsible Department: Housing Division  
Responsible Manager: Julian Pike  
Address: MTCBC, Civic Centre, Castle Street, Merthyr Tydfil, CF47 8AN

This privacy notice provides information on how Housing Division collects and processes your personal data when you access the department for services.

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 [here](#).

## 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 Housing Division who is responsible for processing your data which will be clear to you when you access this service.

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
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## 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
- Financial Data

- Employment Data
- Lifestyle Data
- Health Data
- Criminal Offenses Data

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**

We will only use your personal data for the purpose for which we collected it which include the following:

- To register you as a new applicant
- To check your eligibility for our services
- To process and deliver services to you
- To manage your relationship with us
- To provide you with assistance from external agencies
- To offer you support from other internal departments

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

We may share your personal data with internal departments and also with external third parties. More detail can be found in our full privacy notice.

### **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)  
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

### **6. FURTHER DETAILS**

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