

Merthyr Tydfil County Borough Council Council Systems and ICT Infrastructure

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 TUDFUL
MERTHYR TYDFIL
County Borough Council

Date Created: 25 May 2018
Responsible Department: ICT Department
Responsible Manager: Richards Evans
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 within our computer network. 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 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 our use of our computer systems and the different software we use to store and process your personal data. This notice also relates to the methods used to obtain your personal data in electronic form, for example through our online data collection forms or via email.

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 ICT Department who is responsible for managing and administering the Councils ICT infrastructure.

This notice applies to all individuals accessing the Council, which includes members of the public, clients, contractors, Councillors, visitors to our buildings, residents, members of staff, volunteers etc.

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

2. THE DATA WE COLLECT ABOUT YOU

We collect, use, store and transfer different kinds of personal data about you and store them within our computer systems. The Department does not collect any personal data directly from you but as it controls the ICT infrastructure it hosts the Council computer systems and as such administers all activity within our systems. Our computer systems will hold a variety of personal data types which will include:

- Identity and contact data such as your name and address which are stored within our software.
- Financial data such as payment details, bank details, salary etc.
- Employment data
- Education data
- Geospatial data which relates to location data that is captured through GPS signals or IP address
- Lifestyle data such as your ethnicity, race, cultural descriptions, trade union membership, religion and various other information that relates to your lifestyle
- Health data
- Criminal offenses data

The Department is responsible for maintaining or assisting with the maintenance of our computer systems the department will not use your personal information for any other purpose. More information relating to this can be found below.

3. HOW WE USE YOUR PERSONAL DATA

The Department 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:

1. Where we need to comply with a legal obligation or assist with an investigation under the following laws:
 - Computer Misuse Act 1990 - creates offences of unauthorised access and interference with computers and data
 - Communications Act 2003 - creates offences of improper use of a public communications service (s.127) and dishonestly obtaining electronic communications services (s.125)
 - Investigatory Powers Act 2016 - controls the interception of traffic on networks. It also creates powers for the police and other investigating authorities to require networks to provide information about their users and their use of networks
 - The Investigatory Powers (Interception by Businesses etc. for Monitoring and

Record-Keeping Purposes) Regulations 2018 - covers interception for business purposes, for example the enforcement of acceptable use policies

- Data Protection Act 2018 and General Data Protection Regulation - establish requirements on anyone holding personal data on a computer or any other organised filing system
 - Privacy and Electronic Communications (EC Directive) Regulations 2003 - contains detailed restrictions on the use of personal data in electronic communications (for example sending unsolicited e-mails), amended by the Privacy and Electronic Communications (EC Directive)(Amendment) Regulations 2011
 - Police and Justice Act 2006, section 37 – creates offences relating to the making, supplying and obtaining of tools used in the existing Computer Misuse Act 1990 offences.
2. Where it is needed in the public interest or for official purposes such as providing the public with our services.
 3. 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.

The Councils computer system is made up of a series of hardware and software used to store user and client data. We host various systems on our computer network which enables the Council to share resources across departments in order to deliver our services to you. The Council uses in house built systems and externally hosted systems to assist us with service delivery.

4. HOW WE SHARE YOUR PERSONAL DATA

Any personal data that is received via electronic means can be accessed by authorised ICT officers. The Information Security Officer is responsible for ensuring that all information hosted on our network is secure and has implemented appropriate controls to ensure that all personal data that is shared across our network is safe. The ICT Department will only share your information with the department providing you with services and this is performed automatically using our computer systems.

The Department will not share information with any external body unless it receives a request from another department to transfer data in a secure format to an outside organisation. This information will remain encrypted and will not be access by the Department only transferred to the relevant external organisation. Details of these external organisations can be found within each service areas privacy notice.

The Department 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 YOU USE YOUR INFORMATION AND KEEP IT SECURE

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).

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.

6. 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), 2nd Floor, Churchill House, Churchill Way, Cardiff, CF10 2HH
Email: casework@ico.org.uk
Tel: 029 2067 8400

7. FURTHER DETAILS

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