

Merthyr Tydfil County Borough Council YOUTH SERVICE COMMISSIONED SERVICES

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: Youth Service
Responsible Manager: Samantha Morgan
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 you access our Youth Service Provision. 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 the Youth Service and Commissioned Youth Services. The purpose of the Youth Service is to develop young people's personal and social skills, to enable them to contribute positively within the family and community environment, developing soft skills through activities appropriate to young people's needs.

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 Youth Service who is responsible for processing your data which will be clear to you when you access this service.

This notice applies young people aged 11-25. The priority age range for the youth service within Wales and locally within the borough is that of young people aged 13 – 19.

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

- Identity and contact data such as your name, address, telephone number, age and date of birth and your parents/guardians contact details.
- Education data such as the school you attend, whether you have any special educational needs, we also monitor your learning history whilst accessing our services to ensure you are progressing through your planned training and development pathway. This will include details of your participation within the Youth Service.
- Lifestyle data such as your ethnicity, language, race or cultural requirements, we may also collect data relating to your behaviour which may include and exclusions from our centres or services.
- Health data which will include any physical or mental health condition including any prescribed medications.
- Criminal offenses data which includes youth offending information in the event that you have notified us of any criminal convictions.

The above information is required in order for us to provide you with our services. 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 will collect your personal data from our commissioned service providers. These providers will upload your data into the Councils Youth Service Capita Management Information System. We may also capture your personal data in our Evolve System which is a health and safety system used for offsite activities.

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:

1. Where we need to comply with a legal obligation under the following laws

- Learning and Skills Act (2000)
 - Youth Support Services Direction (Wales) 2002
 - The Education and Inspections Act 2006;
 - The Children and Young Person's Act 1963;
 - The Social Services and Wellbeing Act (Wales) 2014
2. Where it is needed in the public interest or for official purposes such as providing statistical returns to the Welsh Government, and to enable us to contribute to the commitments made by the Welsh Government in its Guidance relating to the All Wales Safeguarding Procedures, Children and Young People: Rights to Action, Safeguarding Children: Working together under the Children Act 2004.
 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 above laws and guidance relate to the services the Department provides. They are also relevant to our commissioned services who are also data controllers.

4. HOW WE SHARE YOUR PERSONAL DATA

We may share your personal data across the Community Wellbeing Department in order to provide you with the support you require, we will also share your data internally across other Council Departments and also with external third parties who are our commissioned service providers. For an up to date list of our commissioned service providers please contact the Responsible Manager on the details provided above.

We will share anonymised, statistical and complete sets of personal data on a quarterly basis regarding this activity with the Welsh Government for research and statistical analysis performed in order to improve youth service provisions that are provided to young people in Wales.

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 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: 0330 414 6421

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.