

# Merthyr Tydfil County Borough Council PRIVACY NOTICE

## WORK EXPERIENCE

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 2019  
Responsible Department: Human Resources and Development  
Responsible Manager: Hannah Brown  
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 the personal data for those currently receiving work experience within the organisation.

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.

The Council provides work experience across the organisation which offers young people the opportunity to develop their skills in a workplace environment and supports our Strategic Statement.

Work experience that is well-planned and well-organised has an important role in developing students' employability skills, personal and social skills and helps them learn about the world of work. The key message is for placements to be 'meaningful'.

Work experience is one of the most important activities linking employers and educational establishments.

### 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 Workforce Development Team who is responsible for processing your data for the services detailed in this privacy notice.

This notice applies to individuals currently on a work experience placement or those that have submitted an application form to the Workforce Development Team which includes any individual who is over the age of 14.

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:

Personal descriptors such as your name, age, place of birth, date of birth, gender, address, next of kin information, relationships with other officers, images, CCTV recordings

Identification numbers including IP Address, MAC address, phone numbers, National Insurance Numbers (NI), business reference numbers, passport numbers, driving licence numbers

Employment information which includes employee files, employment history, evaluations, reference interviews, disciplinary actions

Education details such as whether you are currently in education, education history, exam results

Lifestyle information that relates specifically to your character, general reputation, general appearance, financial status, social status, marital status, personal characteristics, cultural information

There are special categories of more sensitive personal data which require a higher level of protection. We collect, store and use the following special categories of personal information about you and your family:

Life information which relates to your religion, political affiliations and beliefs, trade union membership, opinions, comments, intentions

Ethnicity which will include your race, colour, national or ethnic origin

Sexual orientation for example whether you identify as Heterosexual, Bisexual, Homosexual, etc.

Health data relating to your physical or mental health, disabilities, family or individual health history, dental and medical health records, prescriptions, assessments of needs

Criminal information which relates to any convictions, charges, pardons, and information received from the disclosure and barring service checks (DBS)

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 obtain your personal data directly from you. All applicants must complete an application form which asks for some of the information detailed in this Privacy Notice. We will hold your application which contains your personal information securely in an electronic file on MTCBC's fileservers and in our Electronic Document Management System which are only accessible by employees who have specific access. Paper copies of the application are disposed of securely after completion of placement or as soon as possible if no agreeable placement can be found. If you would like for your application to remain on file for longer please notify the Department.

We require your personal data in order to:

- ensure you meet the criteria for the Work Experience Programme
- source you a meaningful placement (this will involve us sharing information provided with other Council departments to enable them to make an informed decision about offering a suitable placement)
- contact you with updates regarding placement opportunities or suggest alternatives if your original choice is not available
- other Council departments may need to contact you to discuss placement arrangements
- issue you with a certificate at the end of successful placement
- let you know of any apprenticeship opportunities
- record and collect data on the work experience programme to monitor our outcomes and ensure we are supporting our strategic goals as a Local Authority

We will only use your personal data where the data protection legislation allows us to. 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:

We rely on your consent to collect and use your personal information, this is obtained through our work experience application form. If you have submitted a form and no longer wish to be considered for work experience you can withdraw your consent at any time. Once we have received a withdrawal request your application will be destroyed. You will need to resubmit an application form to be considered for any future work experience placements.

If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment). This is to

ensure that we remain compliant with the Equalities Act 2010.

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 Department in order to provide you with the support you require, we will also share you data internally across other Departments so that an appropriate work experience programme can be developed that suits your needs.

If you are currently attending a place of study, school, college or university, we may also share information regarding your work experience with that organisation.

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 for no longer than one year, after which time it will be archived or securely destroyed

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: 0330 414 6421

## **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).