

**Merthyr Tydfil County Borough Council**  
**PRIVACY NOTICE**  
**Safeguarding Adults and Children at Risk**  
**Multi Agency Risk Assessment Conference (MARAC)**

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 TYDFIL**  
County Borough Council

Date Created: 25 May 2019  
Responsible Department: Children's Social Services  
Responsible Manager: Annabel Lloyd  
Address: Unit 5, Triangle Business Park, Pentrebach, Merthyr Tydfil CF48 4TQ

This privacy notice provides information on how Merthyr Tydfil County Borough Council collects and processes your personal data during the Multi Agency Risk Assessment Conference (MARAC). The MARAC is a multi agency victim-focused meeting where professionals share information on high risk cases of domestic violence and put in place a risk management plan.

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 the sharing of personal data during the conferences to increase the safety, health and well being of victims, mainly adults and their children.

The main aims of the MARAC are:

- to determine whether the perpetrator poses a significant risk to any particular individual or to the general community
- to identify outstanding aspects of risk assessment in regard to the victim, children or perpetrator that need referral or progress
- to put together a risk management plan that provides professional support to all those at risk and that reduces the risk of harm
- to reduce repeat victimisation
- to improve agency accountability and
- to improve support for staff involved in high risk domestic abuse cases

The responsibility to take appropriate action rests with the individual agencies, the MARAC is the process through which information is shared. For further information relating to how Merthyr Tydfil County Borough Council uses your personal data for safeguarding purposes please read our Safeguarding Privacy Notice.

## **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 Social Services who are responsible for processing your data for the services detailed in this privacy notice.

This notice applies to individuals who have been assessed as at high risk or are victims of domestic abuse of the Social Services which includes adults and children residing at the property of the perpetrator.

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 such as name, address, telephone number, date of birth, marital status, character descriptions, physical description, photographs, videos, national insurance number, local authority reference number, NHS number which is collected from the alleged victims and perpetrators.

Financial data such as financial background, income data, spending habits, purchase history.

Employment data such as employer details, place or location of employment, job title, hours of work, working pattern, registrations with professional bodies, employers contact details all of which are used during a professional concern investigation.

Education data such as your place of study, courses attending, year or class type which assists us when we are considering concerns about children.

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:

Lifestyle data such as your ethnicity which includes your race, colour, national or ethnic origin, sexual orientation, details of your sex life. We may also obtain details of your religion, trade union membership, opinions, comments and your intentions. We may also require to obtain your immigration status (which will help us protect you from honour based violence; forced marriage; trafficking and/or prostitution)

Health data such as mental or physical health conditions which may include domestic violence history we will also obtain details relating to your drug use or alcohol issues.

Criminal offenses data of the perpetrator or other individuals connected to the victims which may pose a risk to others residing in the property.

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 in a number of ways. Our primary method of collection will be directly from you when you request assistance from the MARAC. If you find yourself in a dangerous situation and require assistance from South Wales Police they may also share your concerns with the MARAC in order to provide you with the most appropriate advice. Your data will also be collected from the partners of the MARAC specifically for high risk victims of domestic abuse. We may also obtain your data from other partner agencies that are already providing support to you.

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 comply with our legal obligations under the following laws:

Serious Crime Act 2015

Domestic Violence, Crime and Victims Act 2004

Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015

Where it is needed in the public interest or for official purposes to enable us to comply with the commitments made by the Welsh Governments Guidance Information and Guidance on Domestic Abuse - Safeguarding Older People In Wales, and Safeguarding Children and Young People Affected by Domestic Abuse.

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 Social Services directorate in order to provide you

with the support you require, we will also share your data internally across other departments which include:

Education  
Community Wellbeing  
Legal and Governance  
Public Protection  
Housing Services

We will only share your data with our internal departments in order to ensure you are receiving the most appropriate support. This will be done on a case by case basis and only if assistance cannot be provided by one of the MARAC partners.

The partner agencies that are invited to attend the will contribute to ensuring the victim and children's safety, so it is crucial to have non-criminal justice system groups there as referrals can be made to the MARAC from any agency. The following agencies might attend the MARAC:

South Wales Police  
Rhondda Cynon Taf CBC  
Cwm Taf University Health Board  
Her Majesty's Prison & Probation Service  
New Pathways  
Safer Merthyr Tydfil (SMT)  
Llamau  
BAWSO  
Barod (Drugaid)  
Dyfodol  
Hafod Housing  
Gwalia Housing  
Rhondda Housing Association  
Newydd Housing Association  
Cynon Taf housing Association  
Trivallis  
Merthyr Integrated Drugs and Alcohol Services (MIDAS)  
Rhondda Integrated Substance Misuse Services (RISMS)  
Adref Housing Association  
Merthyr Tydfil Housing Association  
Merthyr Valleys Homes  
RCT Women's Aid  
Hafan Cymru  
Wales & West Housing Association

There is an Information Sharing Protocol in place that supports the sharing of this information between the listed parties.

We may also 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 the care and support provided to 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**

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 the duration of the risk which will be reviewed periodically. Each partner organisation may have different retention periods. Generally information in some form will be held for a minimum of 7 years from the date the case ended.

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).