

Merthyr Tydfil County Borough Council PRIVACY NOTICE COUNCILLORS

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: Democratic Services
Responsible Manager: Ann Taylor
Address: MTCBC, Civic Centre, Castle Street, Merthyr Tydfil, CF47 8AN

This privacy notice provides information on how Merthyr Tydfil County Borough Council's Elected Representatives collect and process personal data of residents who wish to contact their local Councillor for advice or support.

Merthyr Tydfil County Borough Council's Elected Representatives are responsible for deciding how they hold and use personal information they collect. Councillors are required, under the data protection legislation, to notify you of the information contained in this privacy notice.

This notice relates specifically to how Councillors use personal data when they are assisting the public and responding to enquiries.

1. IMPORTANT INFORMATION AND WHO WE ARE

Merthyr Tydfil County Borough Council's Elected Representatives are data controllers and are responsible for your personal data.

This notice applies to any natural person whose personal data is being used by an elected representative of Merthyr Tydfil County Borough Council, which includes residents of the county borough including children, adults and the elderly, the Councillor's constituents which relates to individuals residing in their wards of responsibility, the Council's clients and customers, members of staff including senior managers.

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

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

Personal descriptors including contact details such as name, title, addresses, telephone number, and email addresses, your marital or relationship status which may include details of your partner or your spouse.

Family details such as your children's dates of birth, gender, height and weight

Next of kin and emergency contact information.

Councillors may also capture photographs or video footage of you if you are attending one of our community groups.

Councillors will only hold details of your finances when you have made a disclosure to them. This may relate to whether you are currently experiencing financial difficulties which may include loan details, credit worthiness, spending habits.

Councillors may access and hold staff salary details including the pay grade and your voluntary redundancy/retirement payment details.

Employment information that you may provide such as details of your salary, location of employment or workplace, your job title, work history or working hours, and any issues you have in connection with your employment that you have shared with your Councillor. If a member of Council staff has an issue regarding their employment this may also be shared by the Council with the Councillor's.

Councillors do not request details of your education data however in the event that you notify them of your educational achievements they may record details of your education history, training and development.

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:

Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.

Depending on the nature of your request Councillors may need to obtain details of your social services files which will include their involvement with your family.

Medical information which may include information relating to your physical or mental health. Councillors may also be notified whether a member of staff is pregnant or off work due to ill health.

Councillors do not ask for data relating to criminal offences and will only be held in the event that you have notified them of any criminal convictions or if you are a prison leaver.

Councillors are also able to view the Register of Electors and as such will be privy to all of the information held within the Electoral Registration System.

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

Councillors will collect the personal data they use directly from residents of the borough. They may also obtain information from the Council as part of their official duties. Councillors will hold both electronic and paper records.

Councillors will only use your personal data where the data protection legislation allows. 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 Councillors have sought your consent to access information that is held within a department of the Council.

Where Councillors need to comply with a legal obligation such as those provided under the following laws:

The Local Government Act
The Education Act 1996
Social Services and Wellbeing Act (Wales) 2014
Children's Act 1989
Well-being of Future Generations (Wales) Act 2015
General Data Protection Regulation
Data Protection Act 2018

Councillors have a duty to prevent and detect fraud, and as such may notify the Councils Audit Department if they become aware of any unlawful activity as part of their services to you.

If a Councillor considers your life is in immediate danger or you are at serious risk of harm they will process your personal data to protect your vital interest.

Where it is needed in the public interest or for official purposes relating to their public function.

Councillors may also process your personal data where it is necessary for their 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

Councillors may share your personal data with Democratic Services, specifically the Returning Officer and the Electoral Registration Officer, in order to provide you with the support you require, they may also share your data with other Council Departments which may include:

Social Services
Complaints
Legal and Governance Services
ICT
Revenues and Benefits
Housing Services
Education Services

Councillors will share your personal data with their fellow Councillors and with Council officers in order to assist you in resolving your concerns.

In addition to this Councillors may also share your personal data with external organisations in order to assist you with personal matters, these organisations may include:

The National Health Service
South Wales Police Force
Fire Service
Neighbouring Local Authorities
Afon Taf High School
Penydre High School
Bishop Hedely High School
Cyfarthfa High School
Abercanaid Community School
Bedlinog Community Primary School
Caedraw Primary School
Cyfarthfa Park Primary School
Dowlais Primary School
Edwardsville Primary School
Gellifaelog Primary School
Goetre Primary School
Greenfield Special School
Gwaunfarren Primary School
Heolgerrig Community School
Pantysgallog Primary School
St Aloysius RC Primary
St Illtyd's RC Primary
St Mary's RC Primary
Trelewis Primary School
Troedyrhiw Primary School
Twynrodyn Community School
Ynysowen Community Primary School
Ysgol Gynradd Coed y Dderwen

Ysgol Gynradd Gymraeg Rhyd-y-Grug
Ysgol Gynradd Gymraeg Santes Tudful
Ysgol Y Graig Primary
Housing Support Agencies
Voluntary Organisations and Charities
Local MP's
Regulators such as the Ombudsman, Information Commissioner etc.

Councillors 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

Councillors will only retain your personal information for as long as necessary to fulfil the purposes it was collected 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 a period of three years, or 6 months after your complaint has been finalised. This is to allow your Councillor to build up case history and to return to your records should further matters arise.

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).

6. HOW WILL WE KEEP YOUR INFORMATION SECURE

Councillors will implement appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, they will limit access to your personal information to those employees who have a business need to know. They will only process your personal information on your 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), 2nd Floor, Churchill House, Churchill Way, Cardiff, CF10 2HH

Email: 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.