

Merthyr Tydfil County Borough Council PRIVACY NOTICE Local Resilience Forum - Specialist Cyber Cell

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
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County Borough Council

Date Created: 1st September 2019
Responsible Department: ICT Department
Responsible Manager: Ryan James
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 of the South Wales Local Resilience Forum (SWLRF) members in order to respond to and communicate with one another when faced with a cyber-attack.

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 how the SWLRF uses the personal data of the nominated officers when convening a Gold-Command Meeting and responding to a cyber-attack.

1. IMPORTANT INFORMATION AND WHO WE ARE

Merthyr Tydfil County Borough Council is the lead authority for this specialist cell and 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 Councils Chief Executives Department who operate the specialist cyber cell who is responsible for processing your data for the services detailed in this privacy notice.

This notice applies to SWLRF Specialist Cyber Cell Members, which includes the individual's that have been nominated as the emergency contacts for their organisations.

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:

- Personal descriptors such as your name including first, middle and last name. We will also record your address, contact telephone numbers which will include your personal mobile number, and your personal email address.
- Employment information which includes your employers details, and your job title.

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

Your personal data is collected as a member of the SWLRF Specialist Cyber Cell Members and is stored in Resilience Direct which is a secure government website, which is an online private 'network' which enables civil protection practitioners to work together.

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:

In accordance with Article 6(1)(a) we ask for consent when using the personal data of emergency contact who are not employed on a call out contract.

In accordance with Article 6(1)(b) we may process your personal data in accordance with your contract of employment. There are occasions where staff are issued with mobile devices in order to be contacted whilst they are out of the office. If you have been issued with a mobile device all attempts will be made to contact you using these means.

The GDPR sets out under Article 5(1)(f) that organisations must ensure that they have in place appropriate technical and organisational measures to protect the personal data they use. In accordance with Article 6(1)(c) we consider that having a Specialist Cyber Cell that can respond to a cyber security threat to be an appropriate way to manage security risks, protect personal data against cyber-attack, detect security events, and minimise the impact of those security events.

In accordance with Article 6(1)(e) ,under the National Cyber Security Centre's Guidance relating to cyber security and defence we have a duty to protect our computer systems and the personal data used. It is in the public interest to ensure that the personal data stored within our computer system's are protected from threats of cyber crime.

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 SWLRF in order to respond to an information security incident we may also share your personal data internally across other Departments such as our Emergency Planning Team or within our Information Governance Forum.

Your personal data will only be shared with the partners of the SWLRF which includes South Wales Local Authorities, Police Force, Fire and Rescue Services and the National Health Service in order to respond to a cyber attack.

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 whilst you are a member of the SWLRF Specialist Cyber Cell. If you are no longer a member your contact details will be 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).

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), 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.