

# Merthyr Tydfil County Borough Council PRIVACY NOTICE Children with Disabilities Register

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

**Maria Litchfield** – 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: 10<sup>th</sup> August 2020  
Responsible Department: Children's Social Services  
Responsible Manager: Lisa Curtis-Jones  
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 interact with us. It also explains how we will store and handle that information, as well as keep it safe and secure.

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 we administer and manage the Children with Disabilities Register. This notice applies to the children who have a disability and are receiving support from us who are included on the Register.

## 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 Children With Disabilities Team who is responsible for processing your data for the services detailed in this privacy notice.

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 of the person registering the child such as your title, full name, address, contact telephone numbers, email address, and personal descriptors of the child which will include Name, date of birth, address, gender.
- Identification numbers including the Child's reference number
- Education details of the child which will include additional learning needs (ALN).

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:

- Ethnicity of the child which will include national or ethnic origin.
- Health data relating to your child which may include physical or mental health, disabilities, medical records, assessments of needs, and details any care they are receiving.

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**

The child's details will be obtained in a number of ways, such as:

- In writing - for example letter, application form or email
- In person
- Family members acting on your behalf
- Solicitors or other third party acting on your behalf
- Through contact with a member of staff in connection with the services you are receiving

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:

In accordance with Article 6(c), which relates to a legal obligation, the Council is required to ensure we have in place a Children with Disabilities Register in accordance with the Social Services and Wellbeing Act 2014.

This is not a consent based service as we have a legal obligation to create this register,

however entry onto the register is voluntary and as such you can ask for your child to be removed from the register if required.

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 Children's Social Services to provide you with the support you require, we will also share your data internally across other Council departments which may include:

Education Services  
Revenues and Benefits  
Legal Services  
Information Governance Team

The Register will be accessible to those employees working within Children's Social Services who will only access the data if they have a lawful reason to do so.

We will not share the register with any other organisation unless we are legally required to share it.

We may share an anonymised version of the register with Welsh Government for statistical and monitoring purposes.

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 6 years after the child's 18th birthday. In cases where parents or carers ask for their child's details to be removed from the register before their 18th birthday records will be stored for 6 years from the date of removal.

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 Councils full privacy notice which is available on our website.

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).