

Merthyr Tydfil County Borough Council

PRIVACY NOTICE

NOT IN EDUCATION, EMPLOYMENT OR TRAINING

This notice has been written in accordance with the General Data Protection Regulation and relevant legislation

Information Governance Team

Lisa Richards

Data Protection Officer

Sam Bishop/Maria Litchfield

Data Disclosure and Records Officer

Civic Centre, Castle Street, Merthyr Tydfil, CF47 8AN
data.protection@merthyr.gov.uk, 01685 725000

1. IMPORTANT INFORMATION

Merthyr Tydfil County Borough Council is responsible for deciding how we hold and use all personal data 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 privacy notice provides information on how we use your personal data in the Youth Service and the Engagement and Progression Coordination (EPC) Team.

2. WHO WE ARE

Merthyr Tydfil County Borough Council is the data controller therefore we are responsible for the personal data we hold. 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 Engagement and Progression Coordination (EPC) Team who is responsible for processing your data for the services detailed in this privacy notice.

This notice applies to all individuals that contact the EPC Team.

Merthyr Tydfil County Borough Council has appointed a Data Protection Officer who can be contacted using the details at the top of this notice.

3. WHAT PERSONAL DATA IS USED

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

- Personal descriptors which include your name, address, email address, telephone number, date of birth
- Identification numbers, including your national insurance number, payroll number, WCCIS number
- Education data such as your qualifications, exam results, education history, training course attendance
- Employment data, such as your job title, employment history, this may also include whether you serve in the armed forces

We may also use and store demographic data which provides context to your personal data, such as:

- Lifestyle data, this data will include your marital status, your characteristics, general reputation, general appearance, your financial and social status, personal opinions, special dietary requirements.
- Data that relates to your family life such as your relationships, hobbies etc

We may also process more sensitive data such as:

- Criminal data which will include details of arrests, convictions, charges or pardons, prison data, probation data, we may also obtain information from the disclosure and barring service.
- Social services data which may include whether you are a looked after child, a vulnerable adult, whether you are a foster carer or care for a member of your family, care plan data and special educational needs data etc.

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 data about you:

- Racial or ethnic origin
- Religious or philosophical beliefs
- Health including physical and mental health
- Sex life or sexual orientation

4. HOW YOUR PERSONAL DATA IS COLLECTED

We collect your personal data through referrals into our service from your school or college, if they have reason to believe you are at risk of not entering education, employment, or training. There may be occasions where the Social Services Department, Community Safety Department, Communities for Work and other youth services programmes will ask us to make contact with you if they believe you would benefit from our services. The Councils' Families First programme may also make a referral into our services on your behalf to prevent you from becoming NEET.

The information we receive is transferred into our electronic system known as CAPITA One, which is also used as an early identification toolkit. Access to this system is restricted, only authorised personnel can view, amend, or delete your data.

We will only use your personal data to provide you with the service you require. This is to ensure that we can secure you with Education, Employment or

Training. We will provide you with the support you need during your time spent within the Service. We will ensure that you receive relevant information regarding how we can support you during registration.

We may sometimes collect additional personal data from third parties which may include Careers Wales, or the Youth Offending Service, external training providers and other agencies to whom you are already known.

We will collect additional personal data during our Council business functions and the services we provide to you throughout your contact with us. For more information about how your personal data is used in other service areas please visit our privacy notice [webpage](#).

5. LEGAL BASIS FOR PROCESSING

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 data in the following circumstances:

Article 6(1)(c) which relates to a legal obligation under the following laws
Learning and Skills Act (2000)
Youth Support Services Direction (Wales) 2002
The Education and Inspections Act 2006
The Children and Young Person's Act 1963
The Social Services and Wellbeing Act (Wales) 2014

Article 6(1)(e) which relates to our public task in accordance with the [Youth Engagement and Progression Framework 2013](#).

6. SHARING YOUR PERSONAL DATA

We may share your personal data across the Department to provide you with the support you require, we will also share your data internally with other Departments within the Council to ensure you receive the best services from us. We may also share your personal data with external organisations which may include:

Youth Service
Youth support Team
Inspire Manager
Families First Manager
Community Regeneration Manager (C4w/C4w+)
Community Safety Manager
Head of Social Services
Head of Education
Afon Taf High School
Blessed Carlo Acutis Catholic School
Cyfarthfa High School
Penydre High School
Greenfields Special School
Ty Dysgu Homfray (Pupil Referral Unit)
Careers Wales
The College Merthyr Tydfil
Tydfil Training Consortium
Cwm Taf Youth Offending Service
Equity Foundation Ltd
Llamau
Coleg Y Cymoedd
Cardiff City FC Foundation
Whitehead Ross
Coleg Gwent
Military Preparation College for Training

The Council has signed a WASPI Data Sharing Agreement with the organisations listed above which can be located [here](#).

There may be occasions when we must share your personal data with Welsh Government for statistical and analysis reasons. Welsh Government use personal data held by us to regulate how we discharge our public functions.

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 data.

7. HOW LONG WE KEEP YOUR PERSONAL DATA

We will only retain your personal data 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 data collected in accordance with the processing detailed in this notice will be retained for 25 years from your date of birth or 10 years after the file has closed. After this date, your personal data will be securely destroyed.

Details of retention periods for different aspects of your personal data are available in our Records Management Policy which is available on our website (www.merthyr.gov.uk).

8. HOW WE KEEP YOUR PERSONAL DATA SECURE

We have implemented appropriate security measures to prevent your personal data from being accidentally lost, used, accessed, altered, or disclosed in an unauthorised way. We limit access to your personal data to those employees who have a business need to know. Our employees will only process your personal data 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. You can find out more about how we keep your personal data secure by contacting our Information Security Officer on information.security@merthyr.gov.uk.

9. YOUR LEGAL RIGHTS

In certain circumstances, you have rights under data protection laws in relation to your personal data. These are outlined in the GDPR and include:

- The right to rectification – you have the right to ask to have your information corrected.
- The right to restrict processing – you may request that we stop processing your personal data however, this may delay or prevent us delivering a service to you. We will seek to comply with your request but may be required to hold or process information to comply with our legal duties.
- The right to not be subject to automated decision making and profiling.
- The right of access – you have the right to ask us for copies of your personal data. To make a request, please contact the Information Governance Team.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if you make any changes to your personal data so that we can update our records. If you want to review, verify, or access your personal data contact the Data Protection Officer in writing using the contact details provided at the top of this notice.

10. FURTHER DETAILS

You also have the right to make a complaint at any time to our Data Protection Officer, whose contact details are provided above, or 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: wales@ico.org.uk
Tel: 0330 414 6421

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](http://www.ico.org.uk), www.ico.org.uk.