

Merthyr Tydfil County Borough Council PRIVACY NOTICE £500 Payment for Carers Scheme

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
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County Borough Council

Date Created: 5th August 2020
Responsible Department: Information Governance Team
Responsible Manager: Ellis Cooper
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 for administering the £500 payment for Carers working within our Borough on behalf of Welsh Government.

Merthyr Tydfil County Borough Council is responsible for deciding how we hold and use 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 notice relates specifically to how we use your personal data when we processing the applications for the £500 payment scheme.

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 Revenue and Benefits Department who is responsible for processing your data for the services detailed in this privacy notice.

This notice applies to all Carer Workers within the Borough who are eligible for the scheme.

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 which will include your name.
- Identification numbers which include your NI number
- Financial data which will include your pension costs.
- Your employment data including your job title and what company you work for.

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

If you are eligible for this scheme your manager will provide you with an application form to complete and return. This information will then be provided to the Council to process your claim for you to receive your £500 payment.

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:

In accordance with Article 6(e) which relates to processing personal data in the substantial public interest, this will be in accordance with the Welsh Government guidance on Carers receiving £500 scheme.

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

In order to assist the Council in preventing duplicate claims across Borough boundaries we will be sharing this data with the Local Authority responsible for administering the pan-Wales register.

We may also be sharing your personal data with the care settings within the Borough which are eligible for the scheme. Data Sharing Agreements will be in place for sharing your personal data with your employer. These care settings include:

Abacare
Bluebird Care
Broadway Care Centres Limited
Care Management Group

Carers Trust South East Wales
Castlecare Specialist Services Ltd
Drive - Wales Ltd
Elan Assisted Living Services
Hafod Housing Association
Hallmark Care Homes (Merthyr) Limited
HC-One Limited (Daffodils)
Home from Home
The Trustees Of Jah-Jireh Charity Homes
Living in Comfort Care Homes (Frederick)
Marilyn Murray (Heddfan)
Cera Care Limited
PeoplePlus
Plasnewydd Residential Homes Limited
Recovery Care Ltd
Roemarsh Ltd (Glynbargoed)
Serenity Support Services Ltd
Shaw Healthcare
Teulu Bach
Ucan Care Limited
Values in Care

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.

5. HOW LONG WILL WE USE YOUR INFORMATION

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 in accordance with our retention schedule.

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).

6. HOW WILL WE KEEP YOUR INFORMATION SECURE

We have implemented appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees who have a business need to know. They 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.

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.