

Merthyr Tydfil County Borough Council PRIVACY NOTICE

Public Consultation Surveys

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

Information Governance Team

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Data Protection Officer

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Data Disclosure and Records Officer

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1. IMPORTANT INFORMATION

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 privacy notice provides information on how we use your personal data for public consultation surveys.

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 department responsible for capturing the survey data which will be detailed within the survey. That department is responsible for processing your data for the services detailed in this privacy notice.

This notice applies to the individuals who have completed a consultation survey.

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

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, your financial and social status, personal opinions, special dietary requirements.
- Data that relates to your family life such as the number of people living in your household, your relationships, where your children attend school, whether your children are older and are in university or are no longer living at home,

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
- Political opinions
- Religious or philosophical beliefs
- Sex life or sexual orientation

We explain the different methods used to collect this data about you in section 4 of this privacy notice.

4. HOW YOUR PERSONAL DATA IS COLLECTED

We collect personal data about you through the survey directly from you.

We will input your personal data into our Council computer systems. Your personal data is stored on the Council's secure computer servers and only authorised personnel can access it. All personnel that have access to your personal data are provided with annual data protection and information security training.

The Council may also use survey software providers such as Snap Survey or Miller Research and will advise you accordingly.

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)(f) which relates to our legitimate interests (or those of a third party) provided your interests and fundamental rights do not override those interests.

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 which includes:

- Service manager or equivalent who requested survey
- Depending on the reasons for the survey, anonymised responses are available on request from the relevant department or published on our website.

We do not routinely share your personal data with external organisations to deliver this Service.

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 1 year. After this date, the surveys are anonymised where required and 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 may apply – 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 Object – this is not an absolute right and will depend on the reason for processing your personal information.
- The right to Erasure - you may request that we erase your personal data however, this may delay or prevent us delivering a service, or continuing to deliver a service. 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, correct, request erasure, object, or request that we transfer a copy of your personal data to another party, please 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.