

Merthyr Tydfil County Borough Council
PRIVACY NOTICE

**VOLUNTARY REDUNDANCY AND VOLUNTARY EARLY
RETIREMENT SCHEME**

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 the Voluntary Redundancy and Voluntary Early Retirement Scheme and how the Human Resources and Organisational Development Department will use your personal data after receiving your expression of interest. Your personal data will also be used to decide whether your application under the scheme is successful. The voluntary redundancy scheme has been made available to all interested employees with over 2 years continuous service.

The voluntary early retirement scheme is available to members of the Local Government Pension Scheme that are at least 55 years old. The voluntary redundancy / voluntary early retirement package consists of 20% enhancement to the statutory redundancy payment as per our policy.

The Council's Corporate Management Team, under the direction of the Chief Executive and the Head of Human Resources, will be responsible for assessing the received applications.

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 Human Resources and Organisational Development, who will be responsible for processing your data for the services detailed in this privacy notice.

This notice applies to all Council staff including senior officers, directors, heads of service, managers, team leaders and junior officers.

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 will collect, use, store and transfer different kinds of personal data about you if you choose to submit an expression of interest:

- Personal descriptors which include your name, address, email address, telephone number, date of birth
- Identification numbers, including your national insurance number and payroll number
- Financial data, such as your bank details, your current salary information including your pay grade and your voluntary redundancy/retirement payment details
- Education data such as your qualifications, exam results, education history, training course attendance
- Employment data, such as your job title, employment history, your current position within the organisation, details of your job duties, your hours of work and length of service
- Geospatial data, such as your MAC address or IP address

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, personal opinions and how they fit the criteria of the Scheme's.

We may also process more sensitive data such as:

- Cultural information which may include your preferred language or other languages spoken.

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

- Trade union membership
- Health including physical and mental health this data will only be used by the Corporate Management Team when assessing the additional responsibilities that will need to be allocated to current members of staff.

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 Expression of Interest and Questionnaire Knowledge Transfer Application form. Once this form has been received by the Department the Head of Human Resources will assess your application. The forms are held in hard copy format and cross referenced by individual departments. The Accountancy Department working alongside the Payroll Department are responsible for calculating your expected figures which is based on your age and your length of service. Once your form has been received the Department will contact you to inform you of your expected payment figure.

We will input your personal data into our Council's Electronic Document Management (EDM) System. We will also create an Excel Spreadsheet to record the detail for those who chose to submit an Expression of Interest. 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.

We may sometimes collect additional personal data from third parties including Rhondda Cynon Taf County Borough Council as they are responsible for administrating our Local Government Pension Fund and will need to provide us with financial data relating to your entitlement.

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)(b) which relates to a contract, the contract in this instance would be your contract of employment.

Article 6(1)(c) which relates to a legal obligation, specifically those under the following laws:

Employment Rights Act 1996

Redundancy Payments Act 1965

Contracts of Employment Act 1963

ACAS Codes of Conduct

Relevant common law relating to redundancy and termination of employment

Article 6(1)(e) which relates to a public task, in this instance in response to the Welsh Governments Settlement Agreement due to budget restrictions.

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:

- | | |
|-------------------------------|--|
| Payroll and Pensions | - To obtain up to date figures of your salary and pension |
| Accountancy | - To calculate your payment figure based on your age and length of service |
| Business Change | - To complete a workforce plan |
| Legal and Governance Services | - To ensure that we are complying with our legal obligations |
| ICT | - To manage access to the Council's computer systems and update the corporate address book |
| Corporate Management Team | - To assess your expression of interest |

To ensure we can carry out these services we will also be required to share your personal data with external organisations which will include:

Unison

GMB

Unite

Rhondda Cynon Taf County Borough Councils Pension Department to retrieve your pension contribution figures

We do not routinely share your personal data with any external organisations in relation to your expression of interest.

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 2 years. 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 for the purposes of participating in the Voluntary Redundancy and Early Retirement Scheme these 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 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 on the details provided at the top of this notice.

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.