

## Privacy Statement

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This privacy statement sets out how the Neath Port Talbot CBC (“the Council”) use and protect any information that you give Neath Port Talbot CBC including when you use the Council’s website and submit information electronically.

### Background

The Council is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using our website, or in submission of documentation (including representations on planning applications and licence applications), then you can be assured that it will only be used in accordance with this privacy statement.

The Council may change this policy from time to time by updating this Privacy Statement. You should check our website from time to time to ensure that you are happy with any changes. This policy is effective from 1<sup>st</sup> August 2020.

In providing us with your personal information you hereby acknowledge that the Council is the Data Controller for all the personal information you provide on this form (for the purpose of the General Data Protection Regulation 2016 (GDPR) and the Data Protection Act 2018 (DPA)).

### What we collect

We may collect the following information as part of the Social Care Workforce Special Payment Scheme

- Names, date of births and contact details
- National insurance Numbers
- The name of the employer of the care worker and the care setting where they work
- Reason for absence
- Dates of absence
- Number of hours absent
- Pay costs for period of absence

## **What we do with the information we gather**

The Council is the data controller for personal information you provide. Your information will be used in the exercise of our official authority pursuant and as prescribed by statute and will not be used for any other purpose. We will not share your data with third parties unless we are required or permitted to do so by law.

We may process your personal information collected to recognise and reward the hard work and commitment of social care staff who have provided essential care to our most vulnerable citizens during the most challenging period of the Covid-19 pandemic. The scheme is aimed at staff within registered care homes and domiciliary care services and includes Personal Assistants (PAs). These social care workers are delivering care to people in their own homes. Staff cannot adhere to social distancing measures and they are at increased risk due to the numbers of people they are assisting.

As a Data Controller the Council is required under GDPR to inform you which of the Article 6 GDPR "Data Processing Conditions" it is relying upon to lawfully process your personal data. In this respect please be advised that in regards to the data provided by you on this form we are relying on the following two Article 6 conditions;

- "The data processing is necessary for compliance with a legal obligation to which the controller is subject". (Article 6(c) GDPR).
- "The data processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller." (Article 6(e) GDPR).

We will only disclose your personal data when obliged to by law or we have your consent, and on occasion to the following:

- Welsh Government
- Any organisation who has a regulatory function in respect of the provision of these payments

## **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

## **Controlling your Personal Information**

Please note that we are required to collect certain personal data under statutory requirements and in such cases a failure by you to provide that information to us may result in the Council being unable to provide you with a service and/or could render you liable to legal proceedings.

We would inform you that under Article 21 GDPR you have the right at any time to object to the Authority about the fact that we are processing your personal data for the purposes of carrying out a public task or exercising our official authority.

The Council will not transfer any of your personal data outside of the European Union. All processing of your personal data by us will be carried out in the United Kingdom or other European Union countries.

The Council will not use your personal data for the purposes of automated decision making.

You may choose to restrict the collection or use of your personal information and/or request deletion of personal information not required for the department's statutory register(s).

In the event of any queries regarding use of your personal data, wish to have access to the same, or to make any complaint regarding the collection please contact the Neath Port Talbot County Borough Council's Data Protection Officer Civic Centre, Port Talbot, SA13 1PJ.