



PRIVACY NOTICE – CARE WORKERS £500 PAYMENT SCHEME

This privacy notice covers how Pembrokeshire County Council (as a Data Controller) will collect, use and share your personal data for the purposes of administering the Care Workers £500 Payment Scheme.

Why we need your information (purpose of processing)

We collect and use your personal information so that we can administer the Welsh Governments decision to award all carers a sum of £500 for their work carried out during the Covid-19 pandemic. To do this, we will need organisations employing eligible carers to share information with us to ensure that all eligible individuals receive the monies they are entitled to.

The information that you provide will be processed according to the General Data Protection Regulation 2016, the Data Protection Act 2018.

We will also make any disclosures required by law and we may also share this information with other bodies responsible for detecting/preventing fraud/crime or auditing/administering public funds to ensure money is targeted and spent in the most appropriate and cost effective way. In order to achieve this, information will be shared with our Audit Service within Pembrokeshire County Council and with The Auditor General for Wales.

We will not make any disclosures to third parties for marketing purposes.

Your data will be secure and confidential at all times and we will only collect the personal information that is required to provide you with our service.

What personal data are being collected?

The categories of personal data being collected are:

Initial eligible employees submission

- Name
- National Insurance number
- Agency reference number (if applicable)

Payroll details after payment made

- Name
- NI Number
- Employer NI cost
- Employer Pension cost

What is our legal basis for processing your personal data?

The General Data Protection Regulations (GDPR) requires specific conditions to be met to ensure that the processing of your personal data is lawful. These relevant conditions are below:

Article 6 (1)(e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

Who will we share your information with?

We may need to share your personal data with internal departments, other organisations and third parties, this will include:

- Welsh Government
- Another Local Authority

The requested information does not need to be shared with Welsh Government in order that the payment can take place. Pembrokeshire County Council is however required to inform the Welsh Government as to how many individuals within the County are eligible to receive the payment.

An extract of National Insurance (NI) number may be compared with a master list held by Data Cymru for verification purposes.

In circumstances where you work within, but reside outside of Pembrokeshire and are receiving Council Tax Reduction, we will inform your local authority about the payment so your Council Tax Reduction will remain unaffected.

Pembrokeshire County Council has a duty to protect the public fund it manages. Therefore, the information that you have provided to us may be used for the prevention and detection of fraud and for auditing purposes both internally and externally.

How long do we keep hold of your information?

Pembrokeshire County Council will only keep your information for as long as is necessary, we will retain the information provided to us for up to 7 years and your information will be securely disposed of once it is no longer required.

Your Rights

Under the General Data Protection Regulation 2016 and Data Protection Act 2018, you have rights as an individual including:

- 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 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:

Access to Records
Pembrokeshire County Council
County Hall
Haverfordwest
SA61 1TP

Email: accesstorecords@pembrokeshire.gov.uk
Telephone: 01437 775798

Complaints or Queries:

Pembrokeshire County Council endeavours to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this seriously. We encourage people to bring to our attention if they believe that our collection or use of information is unfair, misleading or inappropriate.

This privacy notice does not provide exhaustive detail of all aspects of our collection and use of personal information. However we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below:

Jo Hendy, Data Protection Officer
Pembrokeshire County Council
County Hall
Haverfordwest
SA61 1TP

Email: dataprotection@pembrokeshire.gov.uk

Telephone: 01437 764551

If you want to make a complaint about the way we have processed your personal information, you can contact the Information Commissioner's Office as the statutory body which oversees data protection law:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
SK9 5AF

Email: wales@ico.org.uk

Telephone: 0303 123 1113

Our Contact Details as Data Controller are:

Pembrokeshire County Council
County Hall
Haverfordwest
Pembrokeshire
SA61 1TP

Email: enquiries@pembrokeshire.gov.uk

Telephone: 01437 764551

Our Data Protection Officer's information is detailed above in the Complaints and Queries section.

Changes to this privacy notice:

We keep our privacy notice under regular review.