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<b>Service Area:</b>	Corporate Finance
<b>Work Area:</b>	Social Services Finance
<b>Contact Details:</b>	01443 864618 jonesmj@caerphilly.gov.uk
<b>Privacy Notice Name:</b>	Social Care Workforce Special Payment Scheme
<b>Description of Privacy Notice:</b>	<p>This Privacy Notice will explain how Caerphilly County Borough Council (CCBC) will process your personal data in respect of the Social Care Workforce Payment Scheme, as:</p> <ul style="list-style-type: none"><li>• a local authority managing the operational delivery of the scheme, on a geographical basis, on behalf of Welsh Government.</li><li>• an employer (in respect of those eligible directly employed by us),</li></ul>

## How we will use your information

### Source and type of information being processed

#### Categories of personal data obtained

Caerphilly County Borough Council has obtained the following categories of your personal data in relation to your Social Care Workforce Payment Scheme application:

- Your name,
- Your national insurance number,
- Your employer,
- Name of care setting where you are employed,
- Your job category\*
- Any additional employer costs (extra employee national insurance and pension contributions)

#### Source of the personal data

This information would be provided to Caerphilly County Borough Council by your employer (if you are employed directly by CCBC, then it would be CCBC's People Management department) , and most of this information would have come from your completed Social Care Workforce Payment Scheme claim form.

## **Purpose and legal basis for using your information**

### **Purpose of processing**

The scheme has been introduced 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.

While the scheme is funded by Welsh Government, Welsh local authorities manage the operational delivery of the scheme, on a geographical basis, on behalf of Welsh Government.

This involves:

- identifying organisations and individuals that may have eligible employees from our records, for the purpose of issuing claim forms to them in order to pass these on to eligible employees.
- receiving and checking returns from employers (list of eligible staff who have submitted a claim and other information detailed in categories of personal data obtained above), to ensure the number of staff claimed for is in line with the size of the relevant care setting and undertake any further reasonable measures to verify the information provided.
- reimbursing employers in respect of these claims and claiming this money back from Welsh Government.
- collating returns from all employers into a master record of all eligible staff across the Caerphilly County Borough Council geographical area and checking national insurance numbers to ensure that an individual has not claimed more than once via different employers.
- sharing a list of national insurance numbers with the local authority who has the responsibility for maintaining a pan-Wales register of payments made, to check for duplicate payments across local authority boundaries.

In respect of those directly employed by us, we will also:

- identify you from our records in order to provide you with a claim form.
- receive and retain your completed claim form.
- process your payment(s) via payroll.
- compile a list of eligible CCBC employees who have submitted a claim, for the processing detailed above.

### **Legal basis for processing**

In order for the processing of personal data to be lawful under the General Data Protection Regulations 2016, a valid condition from Article 6 of the Regulations must be identified, which is outlined below:

Article 6(e) – The processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vesting in the controller

## **Who will have access to your information**

### **Identity of Data Controller and Data Protection Officer**

The Data Controller for your information is Caerphilly County Borough Council. The Data Protection Officer is:

Ms Joanne Jones  
Corporate Information Governance Manager / Data Protection Officer  
Email: [dataprotection@caerphilly.gov.uk](mailto:dataprotection@caerphilly.gov.uk)  
Tel: 01443 864322

Other Data Controllers may also be responsible for your information, depending on the specific circumstances.

### **Details of main users of your information**

The main user of your personal data will be Corporate Finance.

If you are a CCBC employee, your personal data will also be processed by People Management (HR) including payroll.

### **Details of any sharing of your information with other organisations**

Details of individuals who have submitted claims will not usually be shared with Welsh Government, only summarised data setting out costs and number of payments by employer. However, we may need to provide details of individual claims where there is a query, anomaly or an appeal.

We will share a list of the national insurance numbers in respect of claims with the local authority who has the responsibility for maintaining a pan-Wales register of payments made to check for duplicate payments across local authority boundaries

Under paragraph 17 of Schedule 8 the Government of Wales Act 2006 the Auditor General for Wales has extensive rights of access to documents and information relating to monies provided by the Welsh Government.

If you are a CCBC employee, payments will be made through payroll to ensure the proper treatment of income tax and national insurance, and to facilitate the appropriate notifications to the Department for Work and Pensions.

### **Requests for information**

All recorded information held by Caerphilly County Borough Council may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and Data Protection legislation.

If the information you provide is subject to such a request, where possible Caerphilly County Borough Council will consult with you on its release. If you object to the release of your information we will withhold your information if the relevant legislation allows.

## How long will we retain your information

### Details of retention period

How long Caerphilly County Borough Council retains information is determined through statutory requirements or best practice.

We envisage that the master record of all eligible staff across the Caerphilly County Borough Council geographical area, together with all documents and correspondence provided by employers will be retained for 7 years.

If you are a CCBC employee, your completed claim form will be retained for 2 years.

These retention periods may be subject to change based on Wales Government guidance.

## Your Rights (Inc Complaints Procedure)

### Your rights under the Data Protection

Data Protection gives data subjects (those who the information is about) a number of rights:

- The right of subject access – Application forms for this process are available on our website: [SAR Form](#)
- The right to be informed
- The right of rectification
- The right to erasure
- The right to restrict processing
- The right to object
- The right to data portability
- Rights in relation to automated decision making and profiling.

Further information on your rights is available from: [www.ico.org.uk](http://www.ico.org.uk).

To enact your rights please contact the service area detailed on the top of this form.

### Complaints Procedure

If you are unhappy with the way that Caerphilly County Borough Council has handled your request / information, you have the right of complaint. Please contact the Service Area detailed at the top of this document outlining your issues.

If you remain unhappy you also have a right of complaint to the Information Commissioner's Office. Please follow this link for further information on the complaints process.

[www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information/Questions-and-complaints](http://www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information/Questions-and-complaints)