

# Privacy Notice for Working Families



This Privacy Notice looks at how we (United Welsh) handle your personal data for the running of our Working Families Project.

Some of our other activities have separate Privacy Notices in line with our Privacy Policy which are available on our Website or from the contact details below.

United Welsh Housing Association Ltd  
Y Borth  
13 Beddau Way  
Caerphilly, CF83 2AX

Tel: 02920 858 100  
Email: [data.protection@unitedwelsh.com](mailto:data.protection@unitedwelsh.com)  
Visit: [www.unitedwelsh.com](http://www.unitedwelsh.com)

Our Data Protection Officer is Nia Roblin, Head of Governance and Compliance, you can contact her on the details above.

## How we use your personal information?

Most of the information we use, is information you have given us directly about yourself or the people you live with. However, some may be information that we are given by a third-party organisation such partner Housing Associations, Job Centres or third sector support charities and agencies, or some may be information that is publicly available.

Information category	Why do we need it?	Legal bases
<b>Basic details such as*:</b> <ul style="list-style-type: none"><li>• Name</li><li>• Address</li><li>• Email addresses</li><li>• Phone numbers</li><li>• Employment status</li></ul>	To be able to offer the Working Families Project	• Legitimate Interest
	To be able to contact you as part of reviewing the services we offer and ensuring we are meeting the needs of our customers	• Legitimate Interest
	To be able to meet our legal requirements under H&S and Safeguarding	• Legal Obligation, and secondary base: Employment, social security and social protection
<b>Special Categories such as*:</b> <ul style="list-style-type: none"><li>• Health Information</li><li>• Criminal Convictions or offences</li></ul>	To be able to offer the Working Families Project	• Legitimate Interest, and secondary base: Employment, social security and social protection
	To be able to meet our legal requirements under H&S and Safeguarding	• Legal Obligation, and secondary base: Employment, social security and social protection

	To be able to review the services we offer and ensuring we are meeting the needs of our customers.	<ul style="list-style-type: none"> <li>• Legitimate Interest, and secondary base: Employment, social security and social protection.</li> </ul>
<b>Familial or relationship Information such as*:</b> <ul style="list-style-type: none"> <li>• Household makeup</li> <li>• Financial Information such as benefit entitlement</li> <li>• Family Circumstances Information</li> </ul>	To be able to offer the Working Families Project.	<ul style="list-style-type: none"> <li>• Legitimate Interests</li> </ul>
<b>Images/ Photographs/ Videos</b>	Promotional purposes such as press releases, publications and social media campaigns	<ul style="list-style-type: none"> <li>• Explicit Consent</li> </ul>
<b>CCTV</b>	For the purposes of crime prevention we operate a number of CCTV schemes within or at our offices, our supported specialist housing and our flats with communal entrances and spaces.	<ul style="list-style-type: none"> <li>• Legitimate Interests</li> </ul>
<b>Voice Call Recordings</b>	All telephone calls made to or from our numbers are recorded for training and monitoring purposes.	<ul style="list-style-type: none"> <li>• Legitimate Interest</li> </ul>

\*The examples given of the information that we use are not exhaustive lists.

## Who do we share your personal data with?

We will share your information internally or with organisations that will be able to provide additional support to you depending on your circumstances and involvement with the Working Families Project, we will only do this following a discussion with you and this may include information on your family members and circumstances.

We may also share your information with other partner organisations when there are laws that allow us to do so or we have a legitimate interest in doing so, when we are confident that you would reasonably expect us to. For example, when reviewing our services in order to make improvements that would benefit you.

We may also share your information when you have given us explicit consent to share your information.

## How long do we keep your information for?

We will store your data in line with our retention schedule, legislative requirements and best practice guidance until the data is no longer needed for the purpose it was collected. Following this the information will be destroyed and disposed of in a secure manner in line with our procedures. If we are required to keep the information for statistical purposes we will anonymise or pseudonymise it where possible.

## Your individual rights

You have a number of individual rights under the General Data Protection Regulation (GDPR).

You have the right to access the personal information that we process about you. If you believe the personal information we hold on you is inaccurate or incomplete, you have the right to have it corrected or completed. Where we are using your information based solely on your consent, you also have the right to withdraw this consent at any time by contacting us.

You also have the right, in certain circumstances, to block the processing of your data, object to some types of processing or even have your data deleted or in some cases transferred to another organisation of your choice.

More information about all of the rights below can be found from our website or by visiting [www.ico.org.uk](http://www.ico.org.uk)

## Storage of your personal data

To enable us to provide our Working Families Project we will store your personal data on a number of electronic systems as well as paper records. Some of these systems are held on site in our privately owned corporate network or in a Cloud based services, w. Where this happens we work closely with the providers to ensure the security of your information in line with legal requirements. None of your information is ever stored or shared outside of the European Economic Area.

## Not happy with any of this?

If you are not happy with any of the ways we handle your data then please tell us.

If you are still not happy you are able to complain to the UK's supervisory authority for data protection – the Information Commissioner's Office by visiting [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns) or by phoning them on 0303 123 1113.

# Hysbysiad Preifatrwydd

## Teuluoedd mewn Gwaith



Mae'r Hysbysiad Preifatrwydd hwn yn trafod sut byddwn ni (United Welsh) yn trin eich data personol wrth gynnal project Teuluoedd mewn Gwaith.

Mae rhai o'n gweithgareddau eraill yn destun hysbysiadau preifatrwydd ar wahân yn unol â'n Polisi Preifatrwydd, gyda chopiau ar ein gwefan neu wrth gysylltu â'r isod.

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Gwefan: [www.unitedwelsh.com](http://www.unitedwelsh.com)

Ein swyddog diogelu data yw Nia Roblin, pennaeth llywodraethu & cydymffurfio.

### Ein defnydd o'ch manylion personol?

Bydd y rhan helaeth o'r wybodaeth a ddefnyddir yn fanylion byddwch wedi rhoi i ni am eich hun neu'r bobl rydych yn cyd-fyw â nhw. Fodd bynnag, efallai byddwn yn cael rhai manylion gan drydydd partion fel partner gymdeithasau tai, canolfannau gwaith, elusennau ac asiantaethau trydydd sector, neu wybodaeth a ddarperir yn gyhoeddus.

Categori gwybodaeth	Rheswm am eu casglu?	Selau cyfreithiol
<b>Manylion sylfaenol</b> <ul style="list-style-type: none"><li>• Enw</li><li>• Cyfeiriad</li><li>• Ebst</li><li>• Rhifau ffôn</li><li>• Statws cyflogaeth</li></ul>	Cynnal project Teuluoedd mewn Gwaith	<ul style="list-style-type: none"><li>• Diddordeb dilys</li></ul>
	Adolygu ein gwasanaethau a sicrhau ein bod yn diwallu anghenion ein cymunedau	<ul style="list-style-type: none"><li>• Diddordeb dilys</li></ul>
	Cynnal gofynion cyfreithiol yn nhermau iechyd a diogelwch a diogelu cymunedau	<ul style="list-style-type: none"><li>• Cyfrifoldeb cyfreithiol Obligation, a sail eilaidd, sef cyflogaeth, nawdd cymdeithasol a diogelwch cymdeithasol</li></ul>
<b>Categoriâu arbennig*:</b> <ul style="list-style-type: none"><li>• Gwybodaeth iechyd</li><li>• Euogfarnau neu droseddau</li></ul>	Cynnal project Teuluoedd mewn Gwaith	<ul style="list-style-type: none"><li>• Diddordeb dilys, a sail eilaidd, sef cyflogaeth, nawdd cymdeithasol a diogelwch</li></ul>
	Cynnal gofynion cyfreithiol yn nhermau iechyd a diogelwch a diogelu cymunedau	<ul style="list-style-type: none"><li>• Cyfrifoldeb cyfreithiol, a sail eilaidd, sef cyflogaeth, nawdd cymdeithasol a diogelwch cymdeithasol</li></ul>

	Adolygu ein gwasanaethau a sicrhau ein bod yn diwallu anghenion ein cymunedau	<ul style="list-style-type: none"> <li>• Diddordeb dilys, a sail eilaidd, sef cyflogaeth, nawdd cymdeithasol a diogelwch cymdeithasol</li> </ul>
<b>Manylion teulu / perthnasoedd*:</b> <ul style="list-style-type: none"> <li>• Aelodau'r teulu</li> <li>• Gwybodaeth ariannol fel hawlio budd-daliadau</li> <li>• Gwybodaeth am sefyllfa'r teulu</li> </ul>	Cynnal project Teuluoedd mewn Gwaith	<ul style="list-style-type: none"> <li>• Diddordeb dilys</li> </ul>
<b>Lluniau/ ffotograffau/ fideos</b>	Dibenion hyrwyddo fel datganiadau i'r wasg, cyhoeddiadau ac ymgyrchoedd cyfryngau cymdeithasol	<ul style="list-style-type: none"> <li>• Caniatâd penodol</li> </ul>
<b>CCTV</b>	Er mwyn atal troseddu, cynnal nifer o gynlluniau CCTV o fewn neu ger ein swyddfeydd, tai cymorth arbenigol a fflatiau gyda mynedfeydd a gofodau comunol	<ul style="list-style-type: none"> <li>• Diddordeb dilys</li> </ul>
<b>Recordio galwadau</b>	Recordio pob galwad ffôn i ac o'n rhifau at ddibenion hyfforddi a monitro	<ul style="list-style-type: none"> <li>• Diddordeb dilys</li> </ul>

\*Nid yw'r enghreifftiau uchod yn rhestrau cynhwysfawr.

## Rhannu eich data personol gyda phwy?

Byddwn yn rhannu eich gwybodaeth yn fewnol neu gyda chyrrff fydd yn gallu darparu cymorth ychwanegol i chi, yn dibynnu ar eich amgylchiadau a'ch cysylltiad â phroject Teuluoedd mewn Gwaith, ond nid cyn cael trafodaeth gyda chi. Gall hynny gynnwys gwybodaeth am aelodau ac amgylchiadau eich teulu.

Gallwn hefyd rannu gwybodaeth gyda'n partneriaid ond dim ond pan fydd deddfau'n caniatáu hynny, pan fydd diddordeb dilys gennym mewn gwneud hynny, neu pan fyddwn yn hyderus byddech yn disgwyl i ni wneud hynny. Er enghraifft, wrth adolygu ein gwasanaethau er mwyn cyflwyno newidiadau er eich lles chi.

Gallwn hefyd rannu eich gwybodaeth pan fyddwch wedi rhoi caniatâd penodol i ni wneud hynny.

## Cadw eich manylion am ba hyd?

Byddwn yn eu cadw yn unol ag arferion y cwmni, gofynion deddfwriaethol a chyfarwyddyd arferion gorau tan na fydd bellach angen cadw'r wybodaeth at y dibenion y casglwyd yn y lle cyntaf. Yn dilyn hynny, byddwn yn distrywio a gwaredu'r wybodaeth yn unol â'n gweithdrefnau. Os bydd gofyn i ni gadw'r wybodaeth at ddibenion ystadegol, byddwn yn ei gwneud yn anhysbys ble'n bosibl.

## Eich hawliau unigol

Mae gennych nifer o hawliau unigol o dan y Rheoliad Diogelu Data Cyffredinol (GDPR).

Mae hawl mynediad gennych i'r manylion personol byddwn yn prosesu amdanoch. Os byddwch yn credu bod eich manylion personol yn ein meddiant yn anghywir neu anghyflawn, mae hawl gennych i'w cywiro. Pan fyddwn yn defnyddio eich gwybodaeth ar sail eich caniatâd yn unig, bydd hawl gennych i ddileu'r caniatâd hwnnw ar unrhyw amser wrth gysylltu â ni.

Yn ogystal, mae hawl gennych o dan rai amgylchiadau i flocio prosesu eich data, gwrthwynebu rhai mathau o brosesu neu hyd yn oed ddileu eich data, neu mewn rhai achosion i'w trosglwyddo i gorff arall o'ch dewis.

Manylion pellach am yr hawliau hyn ar ein gwefan neu yn [www.ico.org.uk](http://www.ico.org.uk)

## Storio eich data personol

Er mwyn cynnal project Teuluoedd mewn Gwaith byddwn yn storio eich data personol ar nifer o systemau electronig ynghyd â chofnodion papur. Bydd rhai o'r systemau hyn ar ein safle yn ein rhwydwaith corfforaethol preifat neu mewn gwasanaethau cwmwl. Yn achos yr olaf, byddwn yn cydweithio'n agos â'r darparwyr er diogelu eich gwybodaeth yn unol â gofynion cyfreithiol.

Ni fyddwn yn storio neu rannu eich gwybodaeth tu allan i Ardal Economaidd Ewrop ar unrhyw adeg.

## Anhapus gydag unrhyw beth?

Os na fyddwch yn hapus gydag unrhyw un o'r ffyrdd byddwn yn trin eich data, cofiwch ein hysbysu wrth ddefnyddio'r manylion uchod.

Os byddwch dal yn anfodlon, gallwch wneud cwyn i awdurdod arolygu diogelu data'r Deyrnas Unedig - Swyddfa'r Comisiynydd Gwybodaeth yn [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns) neu wrth ffonio 0303 123 1113.