

# Privacy Notice for Youth Housing Choice (Consultation Phase)



Your privacy is important to us. This Privacy Notice looks at how we (United Welsh Housing Association Ltd) handle your personal data in providing you with the Youth Housing Choice service.

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. However, some may be information that we are given by a third-party organisation such a local authority or third sector support charity, 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> </ul>	To be able to contact you and provide you with information on the development of the service and to invite you to participate in the development of the service	• Legitimate Interest
	To create anonymised statistical information will be used to develop and review the Youth Housing Choice service we offer and ensure we are meeting the needs of citizens and communities	• Legitimate Interest
	To be able to contact you and provide you with a reward for your participation in the development of the services	• Legitimate Interest
<b>Special Categories such as*:</b> <ul style="list-style-type: none"> <li>• Health Information</li> <li>• Criminal Convictions or offences</li> </ul>	To create anonymised statistical information will be used to develop and review the Youth Housing Choice service we offer and ensure we are meeting the needs of citizens and communities	• Legitimate Interest and secondary base: Employment, social security and social protection

<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> </ul>	To create anonymised statistical information will be used to develop and review the Youth Housing Choice service we offer and ensure we are meeting the needs of citizens and communities	<ul style="list-style-type: none"> <li>• Legitimate Interest</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>	We operate a number of CCTV schemes at our offices for crime prevention.	<ul style="list-style-type: none"> <li>• Legitimate Interest</li> </ul>
<b>Voice Call Recordings</b>	The calls made to and from our landline 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 (including partner organisations involved in the project) or with organisations that will be able to provide additional support to you depending on your personal circumstances and the Youth Housing Choice service that we are developing. We will only do this if 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.

Anonymised statistical reports and case studies created during the service will be kept forever as a record of the work undertaken by the Youth Housing Choices service.

## 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 develop the Youth Housing Choices Service we will store your personal data on a number of electronic systems. Some of these systems are held on site in our privately-owned corporate network or in a Cloud based services, 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 using the contact details above.

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

## Dewis Tai Ieuencid

### (cymal ymgynghori)



Mae eich preifatrwydd yn bwysig i ni a'r Hysbysiad Preifatrwydd hwn yn trafod sut byddwn ni (United Welsh Housing Association Ltd) yn trin eich data personol wrth ddarparu gwasanaeth Dewis Tai Ieuencid (Youth Housing Choice - y Gwasanaeth).

Mae rhai o'n gweithgareddau eraill yn destun hysbysiad preifatrwydd ar wahân yn unol â'n polisi preifatrwydd, gyda chopi ar ein gwefan neu wrth gysylltu â'r isod.

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13 Ffordd Beddau  
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Ffôn 029 2085 8100  
Ebost [data.protection@unitedwelsh.com](mailto:data.protection@unitedwelsh.com)  
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. Fodd bynnag, efallai byddwn yn cael rhai manylion gan drydydd partïon fel awdurdodau lleol neu elusennau trydydd sector, neu wybodaeth sydd ar gael yn gyhoeddus.

Categori	Rheswm am eu casglu	Seiliau cyfreithiol
<b>Gwybodaeth sylfaenol</b> <ul style="list-style-type: none"><li>• Enw</li><li>• Cyfeiriad</li><li>• Ebost</li><li>• Ffôn</li></ul>	Cysylltu â chi a darparu gwybodaeth am y gwasanaeth, a'ch gwahodd i gyfrannu at ddatblygiad y gwasanaeth	• Diddordeb dilys
	Creu manylion ystadegol anhysbys er adolygu ein gwasanaethau a sicrhau ein bod yn diwallu anghenion cleifion a chymunedau	• Diddordeb dilys
	Cysylltu â chi a'ch gwobrwyo am gyfrannu at ddatblygiad y gwasanaeth	• Diddordeb dilys
<b>Categoriâu arbennig</b> <ul style="list-style-type: none"><li>• Gwybodaeth iechyd</li><li>• Euogfarnau neu droseddau</li></ul>	Creu manylion ystadegol anhysbys er adolygu ein gwasanaethau a sicrhau ein bod yn diwallu anghenion cleifion a chymunedau	• Diddordeb dilys a sail eilaidd: sef cyflogaeth, nawdd cymdeithasol

<b>Manylion teulu/ perthnasau*</b> <ul style="list-style-type: none"> <li>• Cynnwys y teulu</li> <li>• Manylion ariannol fel budd-daliadau</li> </ul>	Creu manylion ystadegol anhysbys er adolygu ein gwasanaethau a sicrhau ein bod yn diwallu anghenion cleifion a chymunedau	<ul style="list-style-type: none"> <li>• Diddordeb dilys</li> </ul>
<b>Lluniau / ffotograffau</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 yn ein swyddfeydd	<ul style="list-style-type: none"> <li>• Diddordeb dilys</li> </ul>
<b>Recordio galwadau llais</b>	Cofnodi galwadau i ac o ein rhifau ffôn sefydlog at ddibenion hyfforddi a monitro	<ul style="list-style-type: none"> <li>• Diddordeb dilys</li> </ul>

\* Nid yw'r enghreifftiau yn rhestrau cynhwysfawr

## Rhannu eich data personol gyda phwy?

Byddwn yn rhannu eich manylion personol yn fewnol (yn cynnwys cyrff sy'n bartneriaid ar y project) neu gyda chyrrff fydd yn gallu darparu cymorth ychwanegol i chi yn dibynnu ar eich amgylchiadau personol a'r Gwasanaeth byddwn yn datblygu. Byddwn ond yn gwneud hynny os bydd deddfwriaeth yn ei ganiatáu neu os bydd diddordeb dilys gennym mewn gwneud hynny, a phan fyddwn yn hyderus byddech yn disgwyl yn rhesymol i ni wneud hynny. Er enghraifft, wrth adolygu ein gwasanaethau er gwneud gwelliannau 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 cadw eich gwybodaeth ar ein system yn unol â'n polisi storio, gofynion deddfwriaethol a'r arferion gorau tan na fydd angen y data bellach at y diben y storiwyd yn wreiddiol. Wedi hynny, byddwn yn dileu'r wybodaeth mewn modd diogel yn unol â'n polisiâu a gweithdrefnau preifatrwydd.

Byddwn yn cadw'r adroddiadau ystadegol anhysbys a'r enghreifftiau a grëwyd yn ystod y gwasanaeth am byth fel cofnod o waith y Gwasanaeth.

## 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 darparu ein Gwasanaeth byddwn yn storio eich data personol ar nifer o systemau electronig. 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.