

Privacy Notice for Together Grant



This Privacy Notice looks at how we (United Welsh Housing Association Ltd) handle your personal data for providing the Together Grant service.

In order to provide this service, we work in partnership with Coalfields Regeneration Trust as Joint Controller. For information on how Coalfields Regeneration Trust handle your personal data you can view their privacy notice here.

Some of our other activities have separate Privacy Notices in line with our Privacy Policy. These are available to view on our website www.unitedwelsh.com or by contacting us as follows:

Telephone: 02920 858 100

Email: tellmemore@unitedwelsh.com

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

Our Data Protection Officer is Nia Roblin, Head of Governance and Compliance who can be contacted using the methods above.

How we use your personal information?

Most of the information we use is information you have given us directly or if you are already a tenant or customer of United Welsh, from information we hold on you through that basis. However, some may be information that we are given from 3rd parties such as, but not limited to, the Coalfield Regeneration Trust who we work together with to provide this service.

Information category	Why do we need it?	Legal bases
Basic details such as*: <ul style="list-style-type: none">• Name• Address• Email addresses• Phone numbers	To be able to provide you with the service	• Legitimate Interest
	To contact you as part of the service we provide	• Legitimate Interest
Special Categories such as*: <ul style="list-style-type: none">• Health Information• Race, ethnic origin, religion,• Sexual Orientation• Sex & Gender Identity• Age	While we don't ask for this information, you may wish to include it in your applications as it may influence the out-come.	• Legitimate Interest, • Secondary Base: Employment, Social Security & Social Protection
	We may also use this data to ensure we do not discriminate against any groups of protected characteristics	• Legal Obligation • Secondary Base: Employment, Social Security & Social Protection

Financial Information such as*: <ul style="list-style-type: none"> • Funding Needs • Project Costs • Bank Details 	To assess need for the Together Grant	<ul style="list-style-type: none"> • Legitimate Interest
	To process payment of the Together Grant	<ul style="list-style-type: none"> • Contact
Images / photographs	Promotional purposes such as press releases, publications and social media campaigns	<ul style="list-style-type: none"> • Explicit Consent
CCTV	We operate a number of CCTV schemes within our offices, our sup-ported specialist housing and our flats with communal entrances and spaces for the purpose of crime prevention and our Health & Safety responsibilities as a landlord and as a responsible employer.	<ul style="list-style-type: none"> • Legitimate Interest • Legal Obligation
Voice Call Recordings	All telephone calls made to or from our numbers are recorded for training and monitoring purposes	<ul style="list-style-type: none"> • Legitimate Interest

*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 and with Coalfields Regeneration Trust, who will process the grant.

We may also share your information with other third parties, 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, such as through case studies.

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. When 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 www.unitedwelsh.com or by visiting www.ico.org.uk

Storage of your personal data

To enable us to provide our Together Grant 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.

United Welsh will never store any of your personal data outside of the European Economic Area without you being aware of this.

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 or by phoning them on 0303 123 1113.

Hysbysiad Preifatrwydd

Grant Together



Mae'r Hysbysiad Preifatrwydd hwn yn trafod sut byddwn ni (United Welsh Housing Association Ltd) yn trin eich data personol wrth ddarparu gwasanaeth Grant Together.

Er mwyn darparu'r gwasanaeth hwn, rydym yn cydweithio mewn partneriaeth â Coalfields Regeneration Trust fel cyd-reolydd. Manylir sut bydd Coalfields Regeneration Trust yn trin eich data personol yma. Mae rhai o'n gweithgareddau eraill yn destun Hysbysiadau Preifatrwydd ar wahân yn unol â'n Polisi Preifatrwydd, a'r manylion ar ein gwefan www.unitedwelsh.com neu wrth gysylltu â'r isod.

Ffôn 029 2085 8100

Ebost tellmemore@unitedwelsh.com

United Welsh Housing Association Ltd, Y Borth, 13 Fordd Beddau, Caerffili CF83 2AX

Ein Swyddog Diogelu Data yw Nia Roblin, pennaeth llywodraethu & cydymffurfiaeth. Gallwch gysylltu â hi wrth ddefnyddio'r manylion uchod.

Ein defnydd o'ch manylion personol?

Bydd y rhan helaeth o'r wybodaeth a ddefnyddir yn fanylion byddwch wedi rhoi i ni'n uniongyrchol. Fodd bynnag, efallai byddwn yn cael rhai manylion gan drydydd partïon fel, ond nid yn unig, Coalfields Regeneration Trust, ein partner wrth ddarparu'r gwasanaeth.

Categori	Rheswm am eu casglu?	Seiliau cyfreithiol
Manylion sylfaenol fel*: <ul style="list-style-type: none">• Enw• Cyfeiriad• Ebost• Ffôn	Darparu'r gwasanaeth ar eich cyfer	<ul style="list-style-type: none">• Diddordeb dilys
	Cysylltu â chi fel rhan o'r gwasanaeth	<ul style="list-style-type: none">• Diddordeb dilys
Categoriâu arbennig fel*: <ul style="list-style-type: none">• Manylion iechyd• Hil, tarddiad ethnig, crefydd• Tueddfryd rhywiol• Hunaniaeth rhyw• Oedran	Er na fyddwn yn gofyn am y manylion hyn, efallai byddwch am eu cynnwys yn eich cais gan y gallai gael dylanwad ar y canlyniad.	<ul style="list-style-type: none">• Diddordeb dilys• Sail eilaidd: Cyflogaeth, nawdd cymdeithasol a diogelwch cymdeithasol
	Yn ogystal, gellid defnyddio'r data er mwyn osgoi gwahaniaethu yn erbyn grwpiau gyda nodweddion wedi'u diogelu	<ul style="list-style-type: none">• Dyletswydd gyfreithiolSail eilaidd: Cyflogaeth, nawdd cymdeithasol a diogelwch cymdeithasol

Gwybodaeth ariannol fel*: <ul style="list-style-type: none"> • Anghenion cyllid • Costau project • Manylion banc 	Asesu'r angen am Grant Together	<ul style="list-style-type: none"> • Diddordeb dilys
	Prosesu taliad Grant Together	<ul style="list-style-type: none"> • Contact
Delweddau/ffotograffau	Dibenion hyrwyddo fel datganiadau i'r wasg, cyhoeddiadau ac ymgyrchoedd cyfryngau cymdeithasol	<ul style="list-style-type: none"> • Caniatâd penodol
CCTV	Er atal troseddu rydym yn cynnal nifer o gynlluniau CCTV o fewn ein swyddfeydd, ein cartrefi cymorth arbennig a fflatiau gyda mynedfeydd comunol, a gofodau cyffredinol. Gofynion cyfreithiol ac iechyd a diogelwch fel landlord a chyflogwr cyfrifol.	<ul style="list-style-type: none"> • Diddordeb dilys • Dyletswydd gyfreithiol
Recordio galwadau ffôn	Recordio pob galwad ffôn o ac i'n rhifau ni at ddibenion hyfforddi a monitro.	<ul style="list-style-type: none"> • Diddordeb dilys

*Nid yw'r enghreifftiau o'r wybodaeth byddwn yn defnyddio yn rhestrau cynhwysfawr.

Rhannu eich data personol gyda phwy?

Byddwn yn rhannu eich gwybodaeth yn fewnol a gyda Coalfields Regeneration Trust, fydd yn prosesu'r grant.

Gallwn hefyd rannu gwybodaeth gyda phartïon eraill 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 gwybodaeth pan fyddwch wedi rhoi caniatâd penodol i ni wneud hynny.

Cadw eich manylion am ba hyd?

Bydd cyfnod cadw eich manylion yn dibynnu ar y rheswm am eu prosesu. Byddwn yn eu cadw'n 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

Storio eich data personol

Er mwyn darparu Grant Together 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 gwasanaeth 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 heb eich hysbysu o hynny.

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 neu wrth ffonio 0303 123 1113.