

**Privacy Notice:**  
**Social care workforce special payment scheme**  
**(£500)**

In line with the Welsh Government's recent decision to award all eligible employees a sum of £500 for their work carried out during the Covid-19 pandemic, Local Authorities have been asked to administer the payments. To do this, we will need organisations employing eligible staff to share information with us to ensure that all individuals receive the monies they are entitled to. This privacy notice sets out how we intend to process personal data in order to achieve this. Further information on the scheme can be found on the link below:

<https://gov.wales/social-care-workforce-special-payment-scheme#section-47555>

### **The purposes for which we will use the requested personal data**

The requested information will be used to administer the £500 payment to eligible employees as set out by the Welsh Government.

The lawful basis for the processing of your information is that the processing is necessary to undertake a task in the public interest or in the exercise of official authority.

### **What if you do not provide personal data?**

If you do not provide us the information we need when we ask for it, this may result in our being unable to provide the funding for the £500 grant to eligible employees.

### **What type of information do we use?**

We require the following personal data in order to administer the payment:

National Insurance number  
Name  
Agency reference number (if applicable)

Employer NI cost  
Employer Pension Contribution cost

### **Do we use information received from other sources?**

To administer the payment, we only collect personal data directly from your organisation and do not obtain information from any other source. However verification checks will take place to minimise the risk of fraud or losses.

## Transferring information abroad

The requested information will not be transferred outside the United Kingdom.

## Who your information may be shared with (internally and externally)?

The requested information does not need to be shared with Welsh Government in order that the payment can take place. Conwy County Borough 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 for verifications purposes.

The requested information will not be shared with external organisations except if required under the following circumstances:

- Where the Council is required to provide the information by law.
- Where disclosing the information is required to prevent or detect a crime.

## Retention

All data will be retained for 7 years in line with corporate retention schedule.