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<b>Service Area:</b>	Sports and Leisure Services
<b>Work Area:</b>	Sports Caerphilly
<b>Contact Details:</b>	01495 235497 Jonesm19@caerphilly.gov.uk
<b>Privacy Notice Name:</b>	Sports Caerphilly –Club Directory
<b>Description of Privacy Notice:</b>	This privacy notice will explain how Caerphilly County Borough Council will use information you provide when you complete the Sports Caerphilly – Club Directory form.

## How we will use your information

### Purpose and legal basis for using your information

#### Purpose of processing

Caerphilly County Borough Council will use information you provide when you complete the Sports Caerphilly – Club Directory Form to compile / administer the Sports Caerphilly Activity Database / Club Directory which will be visible to the public. We may also use the information you provide to promote your club / activity via Sport Caerphilly social media channels.

If you would like to receive emails or text messages from us regarding sports development news, training & coaching information and potential funding for clubs, coaches and individuals, your contact details will also be used for that purpose.

#### 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:

1f. processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

## **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

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

The main users of your information will be leisure staff.

The information that you choose will be made publicly available via the Sports Caerphilly Activity Database / Club Directory and may be promoted via Sports Caerphilly social media channels.

### **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.

The information provided will be used until you refresh or update this information or you inform us that you no longer wish us to use this information. We will contact you periodically to refresh / update the information you have provided.

If you have said that you would like to receive emails or text messages from us regarding sports development news, training & coaching information and potential funding for clubs, coaches and individuals, your contact details will be used until you inform us that you no longer wish to receive these messages.

## **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)