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Service Area: Transport Strategy and Highway Planning
Work Area: Travel Planning
Contact Details: 01443 864320
dataprotection@caerphilly.gov.uk
Privacy Notice Name: Travel Plan Surveys
Description of Privacy Notice: This privacy notice will explain how we will use the information you provide when responding Travel Plan surveys.

How we will use your information

Purpose and legal basis for using your information

Purpose of processing

The purpose of the consultation is to collate information about how you travel for everyday journeys and to seek your views about travel. Completed surveys will be used to analyse travel patterns and to produce a base Travel Plan record about the travel choice of residents living on your estate. The Travel Plan information will be collected annually over 3 years and used to evaluate and to inform decisions and monitor effectiveness of or inform Travel Plan initiatives.

Individuals will not be able to be identified from the information included in the Travel Plan base plan or the analysis. Officers will retain household address details to monitor the completion of the survey.

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.

Data Protection legislation provides extra protection for certain classes of information called 'special personal data'. If any information falls within the definition of special personal data then an additional condition from Article 9 of the Regulations must be identified, as outlined below:

- 8 (1) This condition is met if the processing—
- (a) is of a specified category of personal data, and
 - (b) is necessary for the purposes of identifying or keeping under review the existence or absence of equality of opportunity or treatment between groups of people specified in relation to that category with a view to enabling such equality to be promoted or maintained, subject to exceptions.

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
Tel: 01443 864322

Details of main users of your information

The main user of your information will be the service area within Caerphilly County Borough Council that is seeking your views.

While summary reports and analysis may be published, individuals will not be able to be identified from these reports.

Details of any sharing of your information with other organisations

The information you provide will be shared with the Developers Consultant as a summary report no personal data will be shared in a way that identifies individuals.

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.

We will not keep the views you express in a way that will identify you for longer than is necessary.

The original survey data will be kept for duration of not more than 5 years. The Travel Plan will only contain data in a summarised format.

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.

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

Summary Privacy Notice

How we will use your information

The information you provide will be used to complete the Travel Plan for the estate where you live. Information collected and views expressed will be collated together and published / shared with others in a form where individuals will not be identifiable.

Officers will retain household address details to monitor the completion of the survey.

The legal basis for processing your information is legitimate interests. We will not keep your views in a way that will identify you for longer than is necessary. The original survey data will be kept for duration of not more than 5 years to inform us about household response rates.

You have a number of rights in relation to the information including the right of access to information we hold about you and the right of complaint if you are unhappy with the way your information is being processed.

For further information on how we process your information and your rights please click the following link:

[{Hyperlink to Full Privacy Notice on our website}](#)