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**Service Area:** Communities  
**Work Area:** Sport & Leisure Services  
**Contact Details:** 01443 860372  
leisure@caerphilly.gov.uk  
**Privacy Notice Name:** Community Centre Caretaker Contact Details  
**Description of Privacy Notice:** This Privacy Notice will explain how Caerphilly County Borough Council will use contact details that you provide.

## How we will use your information

### Purpose and legal basis for using your information

#### Purpose of processing

The contact information that you provide (contact name, telephone number and email address) will be used by multiple Caerphilly County Borough Council (CCBC) service areas for the purposes of contacting you in relation Community Centre issues.

Your contact details will also be made publicly available on the CCBC website [www.caerphilly.gov.uk](http://www.caerphilly.gov.uk) for the purpose of providing a contact point for members of the community who may wish to book facilities or have queries in relation to facilities.

#### 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:

Art 6 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 CCBC's Leisure Services but your information may be used by other service areas within CCBC and Management Committee Members.

Your information will be publicly available on the CCBC website to provide a contact point for members of the community who may wish to book facilities or have queries in relation to facilities.

### **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.

Your contact details will be retained, used and made publicly available by CCBC for the period that you are responsible for that Community Centre.

## **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)

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# Summary Privacy Notice

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Your contact details will be retained, used and made publicly available by CCBC for the period that you are responsible for that Community Centre.

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}](#)