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<b>Service Area:</b>	Infrastructure Division
<b>Work Area:</b>	Highway Operations Group
<b>Contact Details:</b>	Email: highwayoperations@caerphilly.gov.uk
<b>Privacy Notice Name:</b>	Scaffold / Hoarding /Skip Application
<b>Description of Privacy Notice:</b>	This privacy notice will explain how Caerphilly county borough council will the use information you provide about yourself, associated with the Scaffold / Hoarding / Skip Application.

## How we will use your information

### Purpose and legal basis for using your information

#### Purpose of processing

Caerphilly County Borough Council (CCBC) will process the information which relates to your request, your identity and contact details for the purposes of providing you with a response. We will either provide you with the licence you have requested or we will explain the reasons why we are unable to do so.

#### Legal basis for processing

Acting as the Highway Authority, CCBC have a statutory obligation to process your information, as detailed below:

##### Scaffold / Hoarding

- Under Sections 169, 172, 173 and 175(a) of the Highway Act 1980.

##### Builders' Skips / Containers

- Under Sections 139 and 140 of the Highway Act 1980.

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:

1(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

## **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

Other Data Controllers may also be responsible for your information, depending on the specific circumstances. Please contact the Service Area for further information.

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

Your request including your identity and contact details will be distributed to relevant Officers, within our Engineering Team, who may hold the information relating to your request for the purposes of processing your request and providing you with a response.

The particulars of any approved licence (Road, Location, Duration, Nature of licence, Originator) will be held by relevant officers, in order to facilitate any response / action in relation to any complaint / concerns raised in connection with the permitted erection / siting of apparatus.

### **Details of any sharing of your information within Caerphilly county borough council**

All records may be subject to review by Internal Audit officers.

### **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 request and our response will be kept for the Life of the licence + 1 year. Some request and response may be kept longer but this will be in an anonymised form.

## **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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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}](#)