



Date Created: 13/07/21
Date Published: 30/07/21
Version Number: 1.00

Service Area:	Planning and Regeneration
Work Area:	Street Naming and Numbering
Contact Details:	llpg@caerphilly.gov.uk / 01443 866698
Privacy Notice Name:	Rename / add a name to an existing property
Description of Privacy Notice:	This privacy notice will explain how Caerphilly County Borough Council will use the information provided by applicants during the processing of an application to rename / add a name to an existing property

How we will use your information

Purpose and legal basis for using your information

Purpose of processing

Caerphilly County Borough Council will process your application for renaming / adding a name to your property and provide you with a decision and any other associated documentation.

Your name and contact details will be recorded to inform you of the decision on your application and for financial purposes but will not be shared with others during the consultation process. Consultees will only be provided with your proposed house name and the confirmed address details.

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 Act 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.

There is a public task obligation to process your information as detailed by the following:

Section 17 of the Public Health Act 1925

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

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

Staff within the Council's Street Naming and Numbering Team will register your application, your identity and contact details for the purpose of determining your application and providing you with a decision and any associated documentation.

Your name and contact details may be processed by the Corporate Finance Team if a refund of fee needs to be arranged.

Details of any sharing of your information within Caerphilly County Borough Council

When a decision is made on your application, the confirmed address details will be shared with Council Tax, Electoral Registration, Planning and Regeneration, Infrastructure, Housing, Property, Legal and Digital Services in order for them to update their address systems. No further information will be shared.

Details of any sharing of your information with other organisations

We will consult with Royal Mail to ensure there are no similar house names being used in the vicinity.

When a decision is made on your application, the confirmed address details will be shared with Emergency Services, Royal Mail, Land Registry, BT Open Reach, Valuation Office Agency and Private Sector Housing in order for them to update their address systems. No further information will be shared.

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 retain your application / details for 7 years.

Your Rights (Inc Complaints Procedure)

Your rights under 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.

Summary Privacy Notice

How we will use your information

Caerphilly County Borough Council will process your application for renaming / adding a name to your property and provide you with a decision and any other associated documentation. Your name and contact details will be recorded to inform you of the decision on your application and for financial purposes but will not be shared with others during the consultation process. The lawful basis for processing your information is public tasks and we will retain your application / details for 7 years.

We will consult with Royal Mail to ensure there are no similar house names being used in the vicinity. When a decision is made on your application, the confirmed address details will be shared with relevant Internal Departments of the Council.

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}](#)