



Privacy Notice No:	56
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Service Area:	Property Services
Work Area:	Estates
Contact Details:	Tel: 01443 863333 Email: property@caerphilly.gov.uk
Privacy Notice Name:	Acquisitions/Compulsory Purchase Orders
Description of Privacy Notice:	This privacy notice will explain how Caerphilly County Borough Council will use the information you provide when we are acquiring land or property from you.

How we will use your information

Purpose and legal basis for using your

Purpose of processing

Caerphilly County Borough Council will use your information to process an acquisition/compulsory purchase order regarding your property.

Legal basis for processing

In order for the processing to be lawful, Caerphilly County Borough Council is relying on Article 6(1) (e) of the General Data Protection Regulations 2016 to process your information i.e.

6(1) (e) the 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
Tel: 01443 864322

Details of main users of your information

The main user of your information will be Caerphilly County Borough Council's Estates Group.

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

When processing the acquisition/compulsory purchase your information will be shared with:

- Directors and/or Heads of Service
- Local Councillors
- Council Tax Section
- Planning & Regeneration
- Legal Services to enable them to complete the legal process i.e. agreement/contract

Details of any sharing of your information with other organisations

In order to process an acquisition or compensation claim regarding your property we may contact the Land Registry to check ownership and title deeds.

We will share your information with law enforcement agencies e.g. the Police, for the purpose of the detection or prevention of crime in accordance with data protection legislation.

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 General Data Protection Regulations 2016.

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

Your information relating to an acquisition/compulsory purchase order will be held as a management record indefinitely in order to evidence ownership and use.

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