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<b>Service Area:</b>	Infrastructure Division
<b>Work Area:</b>	Transport Strategy and Road Safety
<b>Contact Details:</b>	01443 866595
<b>Privacy Notice Name:</b>	National Standards Cycle Training
<b>Description of Privacy Notice:</b>	This Privacy Notice explains how Caerphilly County Borough Council will use the personal information obtained via the National Standards Cycle Training consent form to provide cycle training to children whose parent/guardian have given consent for them to be part of the project.

## How we will use your information

### Source and type of information being processed

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Caerphilly County Borough Council provide a pro forma letter/consent form for those schools selected to be part of the initiative to send to parents to invite them to consent to their child taking part in the National Cycle Training project. Completed forms will contain the name of the participant and the signature of their parent/guardian and will be shared with the training provider to enable them to provide the training.

When the training has been completed, the training provider submits an evaluation report to the Council which includes the name of the participant, if they attended the training and the outcome i.e. pass, fail, reason for fail.

### Purpose and legal basis for using your information

#### Purpose of processing

We will use the information you provide on the National Cycle Training consent form to provide cycle training designed to give children the skills they need to negotiate a safe cycle journey. This Welsh Government funded project is co-ordinated by the Road Safety service and is delivered by an approved external cycling trainer and requires each participating child's name to enable the project to run. These details will be used to create administer the project and produce training/evaluation records. Parents/guardians are required to give their consent to enable their child to participate in the training by signing the form and consequently their signature is held.

## **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:

Article 6(1)(f) – processing is necessary for the purpose 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 or freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

The 1988 Road Traffic Act, Section 39, puts a "statutory duty" on the local authority to undertake studies into road traffic collisions, and to take steps both to reduce and prevent them.

## **The right to withdraw consent**

You have the right to withdraw your consent to your child being part of this project and if you would like to do this, please contact the Service Area whose details are contained on the top of this document. However, we will still process your information for the purpose of evidencing that your child was allocated a place but was subsequently withdrawn from the project by you.

## **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**

Training provider:

Gethin MTB  
The Engine House,  
High Street,  
Dowlais,  
Merthyr Tydfil,  
CF48 3HA

Project co-ordinator:

Principal Engineer  
Caerphilly County Borough Council  
Email: [thomag8@caerphilly.gov.uk](mailto:thomag8@caerphilly.gov.uk)  
Tel: 01443 866595

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

Training records are created by the training provider and passed to the Transport Strategy and Road Safety Team and are required for audit purposes.

## **Details of any external data processors:**

Your information will be shared with Gethin MTB who will provide the cycle training until December 2019 when the contract will be reviewed.

## **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 the Data Protection Act 1998.

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.

The National Standards Cycle Training consent form will be held for a period of 3 years after which time it will be destroyed.

The personal data of those participating in the project will be held electronically and retained for evaluation/audit purposes for a period not exceeding 5 years.

## **Your Rights (Inc Complaints Procedure)**

### **Your rights under Data Protection**

The Data Protection Act gives data subjects (those who the information is about) a number of rights:

- The right of access to personal data.
- The right to prevent processing likely to cause damage or distress.
- The right to prevent processing for marketing purposes.
- Rights in relation to automated decision making.
- The right to compensation if Caerphilly County Borough Council fail to comply with certain requirements of the Data Protection Act in respect of your information.
- The right to the rectification, blocking, erasure or destruction of your information in certain circumstances.

Further information on your rights is available from: [www.ico.org.uk](http://www.ico.org.uk)

### **Complaints Procedure**

If you object to the way that Caerphilly County Borough Council is handling your data, 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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## How we will use your information

We will use the information you provide on the National Standards Cycling Training Consent Form to administer the project and provide cycle training to those children whose parents / guardians have elected to be part of the scheme. Parents/guardians are required to give consent to enable their child to participate in the training.

The National Standards Cycle Training consent form will be held for a period of 3 years after which time it will be destroyed.

The personal data of those participating in the project will be held electronically and retained for evaluation/audit purposes for a period not exceeding 5 years.

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}](#)