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<b>Service Area:</b>	Various Service Areas
<b>Work Area:</b>	Various Work Areas
<b>Contact Details:</b>	01443 864320 dataprotection@caerphilly.gov.uk
<b>Privacy Notice Name:</b>	Consultations / Surveys
<b>Description of Privacy Notice:</b>	This privacy notice will explain how we will use the information you provide when responding to various Caerphilly County Borough Council consultations / surveys.

## How we will use your information

### Purpose and legal basis for using your information

#### Purpose of processing

The purpose of the consultation / survey is to seek your views on issues / services. Completed consultations / surveys will be collated together and used to produce a summary report. Depending on scope / nature of the survey / consultation, the summary report will be used to evaluate and remodel services / priorities etc.

Individuals will not be able to be identified from this summary report which may be published by us.

If the consultation / survey offers entry into a prize draw, then your contact details will also be used for the purposes of administering this prize draw. We may also publish the identity of winners on our website but only with their consent.

If you wish to join our Viewpoint Panel, then your contact details will be used for the purposes of administering the Viewpoint Panel.

#### 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:

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.

Data Protection legislation provides extra protection for certain classes of information called 'special category personal data'. If any information falls within the definition of special category personal data then an additional condition from Article 9 of the Regulations must be identified, as outlined below:

- 9 (1) This condition is met if the processing—
- (a) is of a specified category of personal data, and
  - (b) is necessary for the purposes of identifying or keeping under review the existence or absence of equality of opportunity or treatment between groups of people specified in relation to that category with a view to enabling such equality to be promoted or maintained, subject to exceptions.

## **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:

Mr Carl Evans  
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 user of your information will be the service area within Caerphilly County Borough Council that is seeking your views / administrating the draw.

While summary reports may be published, individuals will not be able to be identified from this summary report.

If you join our Viewpoint Panel the Communications Unit within Caerphilly County Borough Council will be a main user of your information.

### **Details of any sharing of your information with other organisations**

Your information you provide when responding to consultations / surveys will not be shared with others unless we have a legal duty to do so.

### **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 not keep the views you express in a way that will identify you for longer than is necessary.

If the consultation / survey offers entry into a prize draw, then your contact details will be kept for 6 months.

If you are a Viewpoint Panel member your contact details will be kept and used until you inform us that you no longer wish to be a member.

## Your Rights (Inc Complaints Procedure)

### Your rights under the Data Protection legislation

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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## How we will use your information

The information you provide will be used by the service area relevant to the consultation / survey within Caerphilly County Borough Council. Views expressed will be collated together and used to produce a summary report. Depending on scope / nature of the survey / consultation, the summary report will be used to evaluate and remodel services / priorities etc. We will not keep your views in a way that will identify you for longer than is necessary.

If the consultation / survey offers entry into a prize draw, then your contact details will also be used for the purposes of administering this prize draw. We may also publish the identity of winners on our website but only with their consent. Contact details of those entered in prize draws will be retained for 6 months.

If you wish to join our Viewpoint Panel, then your contact details will be used for the purposes of administering the Viewpoint Panel and will be retained and used until you inform us that you no longer wish to be a member.

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}](#)