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Service Area: Decarbonisation Team
Work Area: Fleet Review
Contact Details: 07873 704907
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Privacy Notice Name: EV Charger Access for Private Vehicles
Description of Privacy Notice: To advise users regarding how information will be collected and stored to enable access to CCBC EV charging infrastructure for private vehicles.

How we will use your information

Purpose and legal basis for using your information

Purpose of processing

The information will be collected to allow CCBC staff and visitors to access to CCBC electric vehicle charging infrastructure for charging private vehicles. Contact information is collected in case vehicles using EV charging bays need to be moved.

Legal basis for processing

We are relying on the provisions of Data Protection to process your information as detailed below:

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(f) 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.

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

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

Decarbonisation team

Details of any sharing of your information with other organisations

Personal email address will exist on the Pod Point management software. This is required to enable access to the infrastructure.

Details of any external data processors

Pod Point will process your data through the management software to generate usage reports.

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.

The information will be retained for as long as the individual requires access to the infrastructure or until they request it is removed. We will check every 12 months whether you still require access to the system and will remove your information if not.

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.

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

Summary Privacy Notice

How we will use your information

Your information will be collected to allow you access to CCBC electric vehicle charging infrastructure for charging private vehicles. Contact information is collected in case vehicles using EV charging bays need to be moved. Your information will be retained for as long as you require access to the infrastructure or until you request it is removed. We are relying on the legitimate interest legal basis to process your information.

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}](#)