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| Service Area: | Corporate Services |
| Department: | Communications Unit |
| Contact Details: | Email: communicationsunit@caerphilly.gov.uk Tel: 01443 864354 |
| Privacy Notice Name: | Caerphilly county borough council Resident's Household Survey |
| Description: | This privacy notice will explain how Caerphilly county borough council will use the information you provide when responding to the Caerphilly county borough council Resident's Household Survey. |

How we will use your information

Purpose and legal basis for using your information

Purpose of processing

Your views when you complete the survey will be collated and used to produce a summary report. The summary report will be used to support evaluation and remodelling of services where needed and may be published by Caerphilly county borough council.

Your contact details if you have requested to join the Viewpoint Panel will be used for this purpose.

Your contact details if you have requested to be entered into the Prize Draw will be used for this purpose.

Legal basis for processing

Caerphilly County Borough Council are relying on your consent to process your information.

In order for the processing of personal data to be lawful under the Data Protection Act, a valid condition from Schedule 2 of the Act must be identified, which is outlined below:

1. The data subject has given their consent to the processing.

The right to withdraw consent

You have the right to withdraw your consent to the processing of this information. To withdraw your consent, please contact the Service Area whose details are contained on the top of this document.

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 Paul Lewis

Acting Head of IT and Central Services
Email: foi@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 Communication Unit.

The views of all those that have responded to this survey will be collated into a summary report which may be published by Caerphilly county borough council.

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.

Your views will be kept for 4 years and separately from any contact information you provide.

Your contact details if provided for the purpose of joining the Viewpoint Panel will be kept and used until you inform us that you no longer wish to be a member of the Viewpoint Panel.

Your contact details if provided solely for the purpose of being entered into the Prize Draw will be kept for 6 months.

Your Rights (Inc Complaints Procedure)

Your rights under the Data Protection Act 1998

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

- ~ The right of access to personal data. Application forms for this process are available on our website: www.caerphilly.gov.uk/CaerphillyDocs/Council-and-democracy/sar_form.aspx
- ~ 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 under the Data Protection Act 1998 are available from the Information Commissioner's Office: 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.

Further information on this complaints process is available on our website:

www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information/Questions-and-complaints