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Service Area: Sport & Leisure Services
Work Area: Sport Caerphilly
Contact Details: 01443 863072
Email: leisure@caerphilly.gov.uk
Privacy Notice Name: Sport Caerphilly Facility Grant Application
Description of Privacy Notice: This privacy notice will explain how Caerphilly County Borough Council will use the information you submit when applying for a grant to enhance your sports club facility.

How we will use your information

Source and type of information being processed

Categories of personal data obtained

Caerphilly County Borough Council has obtained the following categories of your personal data:

- Name
- Date of Birth
- Address
- Contact Information
- Financial Information and Bank Account Details

Purpose and legal basis for using your information

Purpose of processing

The purpose of collating this information is for Sport Caerphilly to further support clubs based on need identified in their application forms and support good practice following completion of projects using the grant funding. It also provides a better understanding and impact that covid19 has had on clubs.

Legal basis for processing

There is a public task obligation to process your information detailed below:

We are providing this grant as part of the UK Government Levelling Up Fund.

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:

6(1)(e) 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:

Mr Carl Evans
Corporate Information Governance Manager / Data Protection Officer
Email: dataprotection@caerphilly.gov.uk
Tel: 01443 864322

Details of main users of your information

Your information will be handled primarily by authorised central Sport & Leisure officers for processing any payments, authorised Sport Caerphilly personnel to administer the application and panel personnel for approving the application.

Details of any sharing of your information within Caerphilly County Borough Council

Selected people outside of Sport & Leisure services can access this information for reporting purposes and ensure processes are followed correctly. This is formed of an independent panel who review the applications (Corporate Finance, Heads of Service and Cabinet Members).

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 retain your information for a period of 7 years.

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

The purpose of collating this information is for Sport Caerphilly to further support clubs based on need identified in their application forms and support good practice following completion of projects using the grant funding. It also provides a better understanding and impact that covid19 has had on clubs. We are relying on the 'public task' legal basis for processing as defined in the regulations. We will retain your information for 7 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}](#)