



Date Created: 06/04/2021  
Date Published: 22/04/2021  
Version Number: 1.00

---

<b>Service Area:</b>	Caerphilly Homes
<b>Work Area:</b>	Strategy & Development
<b>Contact Details:</b>	01443 811380 <a href="mailto:jennim1@caerphilly.gov.uk">jennim1@caerphilly.gov.uk</a>
<b>Privacy Notice Name:</b>	Draft Local Housing Strategy 2021-2026
<b>Description of Privacy Notice:</b>	This Privacy Notice explains how the Council will use the information you provide when responding to a series of engagement opportunities relating to the Draft Local Housing Strategy 2021-2026.

## How we will use your information

### Purpose and legal basis for using your information

#### Purpose of processing

The Local Housing Strategy 2021-2026 will provide a framework for the provision of housing and related services throughout the borough. Consulting on the development of the strategy is seen as good practice. Feedback gained from consultation will help the Council to identify any issues which require further consideration and shape the overall strategic direction of the strategy.

The primary method of engagement will be via on-line surveys but, subject to the lifting of Covid-19 restrictions, may also include other methods such as focus groups.

Information collected through the engagement process will be collated into summary reports. The information will be analysed and presented in such a way as not to allow individuals providing the information to be personally identified.

As part of the survey the Council will ask for your agreement for us contacting you in the future regarding focus group events. If you provide your agreement, this will mean that you will need to provide us with your contact details.

Respondents to the survey on the draft strategy can enter themselves into a prize draw, with their contact details being used for the purposes of administering the draw. The identity of the winner may be published on the Council's website but only with their consent.

#### 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:

6(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.

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

- 8 (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.

Respondents to the survey on the draft Local Housing Strategy can enter themselves into a prize draw, with their contact details will being used for the purposes of administering the draw. The identity of the winner may be published on the Council's website but only with their consent. The valid condition from Article 6 for this processing is outlined below:

6(1)(a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes

### **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.

## **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;
- Contact details e.g. email address/telephone number
- Equalities data; and
- Personal housing experiences and how they may have been affected by their protected characteristic (age, disability, gender etc.).

### **Source of the personal data**

The Council may use the personal details you provided by completing the survey to invite you to a focus group or other event organised by us as part of the strategy development.

As part of the survey the Council will ask for your agreement for us contacting you in the future regarding focus group events. If you provide your agreement, this will mean that you will need to provide us with your contact details.

## **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

## **Details of main users of your information**

The main user of your information will be Caerphilly Homes.

Whilst the summary report of the consultation process may be published, individuals will not be able to be personally identified from the report.

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

A copy of the summary report may be shared with other Council departments where it is deemed the information could help improve service provision. No personal information will be provided.

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

A copy of the summary report will be shared with Arc4, consultants that have been commissioned by the Council to help produce the strategy. Arc4 will not be provided with any personal information.

## **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 personal information will be held for a maximum period of 3 months after the Local Housing Strategy 2021-26 has been approved by the Council's Cabinet. With your agreement, your contact details may be held longer to inform respondents of future focus groups.

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

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

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)

---

# Summary Privacy Notice

---

## How we will use your information

The information you provide will be used by the Council as part of the development of the Local Housing Strategy 2021-26. The information provided during the engagement opportunities will be used to produce a series of summary reports. The summary reports will be used to identify any issues which require further consideration and to shape the overall strategic direction of the strategy.

At the end of the survey of the draft Local Housing Strategy the Council will ask if you agree to us contacting you in the future regarding focus group events. If so, we will use the contact details you provide us with.

Respondents to the survey can enter themselves into a prize draw with their contact details being used for the purposes of administering the draw. The identity of the winner may be published on the Council's website but only with their consent, which you can withdraw at any time by contacting us.

All personal information provided throughout the engagement process will be held for a maximum period of 3 months after the Local Housing Strategy 2021-26 has been approved by the Council's Cabinet. With your agreement, your contact details may be held longer to inform respondents of future focus groups.

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: [www.caerphilly.gov.uk/My-Council/Strategies,-plans-and-policies/Housing/Local-Housing-Strategy](http://www.caerphilly.gov.uk/My-Council/Strategies,-plans-and-policies/Housing/Local-Housing-Strategy)