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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>	Event feedback & collection of name, contact details and contact preferences for the purpose of involvement in policy development.
<b>Description of Privacy Notice:</b>	This privacy notice will explain how we will use your event feedback together with your name, contact details and preferences (should you choose to provide them).

## 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:

Caerphilly County Borough Council has obtained the following categories of your personal data from you, which you have chosen to provide them:

Your opinions / comments on the event  
Your name, contact details & contact preferences

### Purpose and legal basis for using your information

#### Purpose of processing

Your opinions / comments on the event are collected for the purpose of improving any future events of a similar nature.

Your name, contact details and contact preferences are collected for the purpose of contacting you for further involvement in policy development.

#### Legal basis for processing

In respect of your opinions / comments, we have a legitimate interest in collecting this information.

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:

Art 6 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.

In respect of your name, contact details and preferences, we are relying on your consent to process this information.

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:

Art 6 1a. 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.

## **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 the service area within Caerphilly County Borough Council that is seeking your opinions / comments and your contact details / contact preferences.

While summary reports on opinions / comments received may be published, individuals will not be able to be identified from this summary report.

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

The information you have provided 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.

Your opinions / comments on the event will be collected into a summary report. Individuals will not be able to be identified from this summary report and when complete the feedback form you completed will be destroyed.

Your name, contact details and contact preferences will be retained until your withdrawn your consent for us to use or we no longer intend to contact you for further involvement in policy development.

## **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)

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# Summary Privacy Notice

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## How we will use your information

Your opinions / comments on the event are collected for the purpose of improving any future events of a similar nature. The legal basis for processing this information is legitimate interests and we will not retain this information in a way that identifies individuals.

Your name, contact details and contact preferences are collected for the purpose of contacting you for further involvement in policy development. The legal basis for processing this information is consent, which you can withdraw at any time. We will retain this information until you withdraw your consent or we no longer intend to contact you for further involvement in policy development.

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}](#)