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Service Area:	Infrastructure Division
Work Area:	Transport Strategy and Road Safety
Contact Details:	01443 866595 davies15@caerphilly.gov.uk
Privacy Notice Name:	Megadrive – Road Safety Training
Description of Privacy Notice:	This Privacy Notice will explain how Caerphilly County Borough Council will use the information it receives when administered Megadrive which is a pre-driver training course for young people.

How we will use your information

Purpose and legal basis for using your information

Purpose of processing

We will use the information you provide to administer Megadrive – Road Safety Training Scheme and provide the training. Megadrive is a training course run in local communities and involves workshops provided by partners that deliver presentations aimed at educating and encouraging safe behaviour and driving practices. The project also provides an experience of driving a car in a safe environment. Participants register to take part and complete a questionnaire about their Road Safety knowledge pre and post participation in the training for evaluation.

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:

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.

The 1988 Road Traffic Act, Section 39, puts a "statutory duty" on the local authority to undertake studies into road traffic collisions, and to take steps both to reduce and prevent them.

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
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

Transport Strategy and Road Safety

Details of any sharing of your information within Caerphilly county borough council

Your personal details will be shared with the driving instructors who do not retain the information.

All records may be subject to review by Internal Audit officers.

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.

The paper records including the personal information we have collected will be held for a period of 3 years after which time it is destroyed.

Your Rights (Inc Complaints Procedure)

Your rights under the Data Protection Act 1998

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

We will use the information you provide to administer the Megadrive - Road Safety Training scheme and provide the training. The Megadrive training course is provided by Road Safety staff and partners who deliver presentations aimed at educating and encouraging safe driving practices. The information you have provided will be retained during the training and for a further period of 3 years before being destroyed

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}](#)