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**Service Area:** Communities and Leisure  
**Work Area:** Parks  
**Contact Details:** 01443 811452  
Thomadc3@caerphilly.gov.uk  
**Privacy Notice Name:** Parks - Outdoor Facilities Privacy Notice  
**Description of Privacy Notice:** In relation to the Application of the use of Recreation  
Grounds and Pavilions and Terms and Conditions of Hire.

## How we will use your information

### Purpose and legal basis for using your information

#### **Purpose of processing**

We will use the information you provide on your application for the purposes of administering your application. If we enter into a contract with you for the services requested, the information you provide will be used for the purposes of administering those services e.g. we will use your contact details to send text or e-mail alerts as confirmation of bookings.

#### **Consequences of not providing the information requested**

If you do not provide the information requested on the application we would be unable to process your application and provide you with the service requested.

#### **Legal basis for processing**

There is a contractual obligation to process your information detailed below:

Outdoor Facilities Terms and Conditions of Hire is a contract between Caerphilly County Borough Council and yourself as a representative of your club to enable us to provide you this service.

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 1b. processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.

## **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 users of your information is the Outdoor Facilities Admin within Parks Services

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

We will not share any of your personal information held with others unless there is a legal obligation 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.

Paper based application forms are held for 1 year.

Information held on Computerised System is held as below:

Active clubs information is held indefinitely unless a change is requested by yourself/representative of the club.

Inactive clubs information is held for 2 years.

## 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)