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Service Area:	Infrastructure Services
Work Area:	Transport Strategy and Road Safety
Contact Details:	Tel: 01443 866595 davies15@caerphilly.gov.uk
Privacy Notice Name:	Kerbcraft Road Safety Training
Description of Privacy Notice:	This Privacy Notice explains how Caerphilly County Borough Council will use the information it receives on completed Kerbcraft Road Safety Training Forms in respect of participants, parents / guardian's of participants and volunteers.

How we will use your information

Source and type of information being processed

Categories of personal data obtained and source of personal data

Completed Kerbcraft Road Safety Forms are forwarded to Caerphilly County Borough Council by the relevant school. We do not receive any additional information on participants, parents / guardian's of participants and volunteers other than that on completed forms.

Purpose and legal basis for using your information

Purpose of processing

We will use the information you provide on the Kerbcraft Road Safety Form to administer the scheme and provide training to participants and those parents / guardians that elect to volunteer. Parents/guardians are required to give consent to enable their child to participate in the training.

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:

Article 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.

The 1988 Road 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

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.

Completed Kerbcraft Road Safety Training Forms will be held for a period of 3 years.

The names of participants and volunteers for the project will be retained for evaluation purposes for a period not exceeding 5 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.

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