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**Service Area:** Communities  
**Work Area:** Sport & Leisure Services  
**Contact Details:** 01443 863072  
leisure@caerphilly.gov.uk  
**Privacy Notice Name:** Sport & Leisure Facility Hire  
**Description of Privacy Notice:** This Privacy Notice will explain how Caerphilly County Borough Council will use the information you provide on the Application for Hire of Facilities

## 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 the Facility Hire Application Form to administer your booking for the relevant Leisure facility provided by Caerphilly County Borough Council.

We may also use your information for marketing purposes in accordance with the preferences that you indicated on the application form.

#### 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:

##### Booking purposes

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;

##### Marketing purposes

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

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**

Sport and Leisure Services authorised Officers

### **Details of any external data processors**

Your information will be stored on a system administered by Gladstone MRM (Leisure Management System). Caerphilly County Borough Council has the appropriate contract in place to protect your 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.

Your booking information will be retained for up to 7 years in line with financial regulations placed on Caerphilly County Borough Council.

If you have consented to marketing, your details will be kept until you withdraw consent.

## **Marketing**

### **Details of marketing**

You have consented to your contact details being used for marketing purposes. You will / have been provided with details of the marketing Caerphilly County Borough Council would like to carry out, together with any options such as how you would like to be contacted. You are able to withdraw your consent to marketing at anytime by contacting the Service Area details on the top of this form.

## **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

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If you have consented to marketing, we may also use your information for marketing purposes in accordance with the preferences that you indicated on the application form. You have the right to withdraw your consent to the processing of this information by contacting the Service Area whose details are contained on the top of this document.

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}](#)