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<b>Service Area:</b>	Communities
<b>Work Area:</b>	Business Enterprise Renewal Team
<b>Contact Details:</b>	01443 866220 business@caerphilly.gov.uk
<b>Privacy Notice Name:</b>	CCBC Free Wi-Fi
<b>Description of Privacy Notice:</b>	This privacy notice will explain how Caerphilly County Borough Council (CCBC) will use the contact details you have provided to CCBC for the purpose of updating you on town centre events, developments and relevant news.

## How we will use your information

### Source of the personal data

This information is obtained by Caerphilly County Borough Council through requesting users of the public Wi-Fi that will be available across the borough to enter details such as First Name, Last Name, Business Name (optional) and email address.

## Purpose and legal basis for using your information

### Purpose of processing

This information will be obtained to create a database of interested stakeholders to share information regarding events and news relevant to the borough and its town centres.

We will also be able to access location details of where the Wi-Fi has been accessed in terms of location. We will use this information to assess footfall in the town centres and to establish which part of the town centres may need further intervention with regeneration and development.

### 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:

Data Protection legislation provides extra protection for certain classes of information called 'special category personal data'. If any information falls within the definition of special

category personal data then an additional condition from Article 9 of the Regulations must be identified, as outlined below:

- 6(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.

## **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**

CCBC Business Enterprise Renewal Team which encompasses town centre management, business support and events

Business Enterprise and Renewal Team  
01443 866220 / [business@caerphilly.gov.uk](mailto:business@caerphilly.gov.uk)

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

WifiSpark is the platform that hosts the public Wi-Fi, as the data processor they do not own any of the data collected.

0344 848 9555

### **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. We will retain your information for 7 years.

## **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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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}](#)