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<b>Service Area:</b>	Caerphilly Homes
<b>Work Area:</b>	Private Sector Housing
<b>Contact Details:</b>	<a href="mailto:privatesectorhousing@caerphilly.gov.uk">privatesectorhousing@caerphilly.gov.uk</a> ; 01443 811379
<b>Privacy Notice Name:</b>	<b>Local Housing Market Assessment surveys</b>
<b>Description of Privacy Notice:</b>	This privacy notice explains how Caerphilly CBC will use the information provided by residents completing the local housing survey and organisations completing the estate agents survey

## How we will use your information

### Purpose and legal basis for using your information

#### Purpose of processing

The purpose of the local housing survey is to identify the housing requirements and aspirations of people living in Caerphilly county borough. The estate agents surveys will be used to help define housing market areas. Completed surveys will be collated together and used to produce a summary report that will form part of the 2021 Local Housing Market Assessment. The summary report may also be used in the future to evaluate and remodel services / priorities etc.

All information provided by the surveys will be anonymised and individuals will not be able to be identified from the summary report which will be published by us in the Local Housing Market Assessment report.

The local housing survey offers entry into a prize draw and your contact details, where provided, will also be used for the purposes of administering this prize draw. We may also publish the identity of the winner on our website but only with their consent.

#### 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:

1f. 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.

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

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

8 (1) This condition is met if the processing—

- a) is of a specified category of personal data, and
- b) is necessary for the purposes of identifying or keeping under review the existence or absence of equality of opportunity or treatment between groups of people specified in relation to that category with a view to enabling such equality to be promoted or maintained, subject to exceptions.

## **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 user of your information will be the Private Sector Housing and Planning departments.

While summary reports may be published, individuals will not be able to be identified from these summary reports.

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

The information you provide when responding to the survey will not be shared with others unless we have a legal duty 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 the 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.

Being that the survey offers entry into a prize draw, your contact details, where provided, will be kept for 6 months.

If you completed the Gypsy and Traveller section of the survey and gave your permission to be contacted by Caerphilly County Borough Council as part of the 2021 Gypsy Traveller Accommodation Assessment (GTAA) then your contact details will be kept and used until the process of undertaking the GTAA has been completed.

Caerphilly County Borough Council will retain your information for a maximum period of 5 years, commencing once the Local Housing Market Assessment has been completed.

## **Your Rights (Inc Complaints Procedure)**

### **Your rights under 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 the council's 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 services area detailed at the top of this form.

### **Complaints Procedure**

If you are unhappy with the way that Caerphilly County Borough Council has handled your data, 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

The information you provide by completing the Local Housing Survey and Estate Agents Survey will be used by Caerphilly County Borough Council's Private Sector Housing and Planning departments to identify the housing requirements and aspirations of local people. Views expressed will be collated together and used to produce a summary report. The summary report may also be used to evaluate and remodel services / priorities etc. All information provided by the survey will be anonymised and individuals will not be able to be identified in the summary report.

Given that the Local Housing Survey offers entry into a prize draw, then your contact details, where provided, will also be used for the purposes of administering this prize draw. We may also publish the identity of the winner on our website but only with their consent. Contact details of those entered in prize draws will be retained for 6 months.

If you completed the Gypsy and Traveller section of the survey and gave your permission to be contacted as part of the 2021 Gypsy Traveller Accommodation Assessment (GTAA) then your contact details will be kept and used until the process of undertaking the GTAA has been completed.

The legal basis for processing your information will be public task and we will retain your information for a maximum period of 5 years, commencing once the Local Housing Market Assessment has been completed.

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:

<https://www.caerphilly.gov.uk/My-Council/Strategies,-plans-and-policies/Housing/Local-housing-market-assessment>