



Date Created: 24/04/2018
Date Published: 19/11/2018
Version Number: 1.00

Service Area: Infrastructure Division
Work Area: Transport Strategy and Road Safety
Contact Details: 01443 866595
activetravel@caerphilly.gov.uk
Privacy Notice Name: Project Development Consultation
Description of Privacy Notice: Transport Strategy/Policy and scheme development - stakeholder and public consultation and engagement information.

How we will use your information

Purpose and legal basis for using your information

Purpose of processing

Consultation and engagement is an integral activity in the development of Transport policies and highway schemes. In order to instigate effective consultation and appropriately consider and respond to the views of the public and stakeholder organisations it is necessary to collect personal information. The output of the data analysis will not include personal information. However, consultees will be informed of the decision taken/changes made to the policy or scheme, consequently their personal contact details will be required.

Consultation activities include collecting information to support the creation or amendment of transport policy for instance in delivering the duties required of the Active Travel Wales (2013) Act. Or in scheme development such as making changes to the highway, such as traffic calming or creating new roads and cycle ways.

Legal basis for processing

There is a statutory requirement to process to your information, as detailed below:

- Active Travel Wales (2013) Act
- The Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996
- The Highways Act 1980

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:

1(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

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
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

The main users of your information will be Transport Strategy and Road Safety.

Details of any sharing of your information within Caerphilly county borough council

Personal contact information will be shared if necessary with Officers in Caerphilly County Borough Council for the purpose of delivering the project/scheme or to respond to a request for service from the consultee.

All records may be subject to review by Internal Audit officers.

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.

The information you have provided will be retained for the period of the consultation and in its complete form for up to a year after the consultation report is produced. Most data will then be destroyed. However if your personal data is still required for a further period your personal data will be anonymised.

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

Summary Privacy Notice

How we will use your information

We will use the data you have provided in our analysis and to inform our policy/scheme development and where appropriate to inform our decisions and changes. Your comments will not automatically receive individual replies but will be taken into account when reviewing and evaluating the support for the policy/scheme. We will inform those who have participated/responded of the outcome of our consultation if a contact address has been supplied by the respondent.

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}](#)