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Service Area:	Caerphilly Homes
Work Area:	Strategy & Development
Contact Details:	01443 863121 jennim1@caerphilly.gov.uk
Privacy Notice Name:	Low Cost Home Ownership Policy (2021)
Description of Privacy Notice:	This Privacy Notice explains how the Council will use the information you provide when responding to the consultation exercise on the draft Policy.

How we will use your information

Purpose and legal basis for using your information

Purpose of processing

The purpose of the Low Cost Home Ownership Policy is to help meet the requirement for affordable home ownership identified throughout the county borough by providing assistance to those people on low incomes that aspire to home ownership but cannot afford to buy without financial assistance.

The primary method of consultation, to inform this Policy, will be via an on-line survey but paper copies of the questionnaire will be made available to download or by request.

Information collected through the consultation exercise will be collated into summary report. The information will be analysed and presented in such a way as not to allow individuals providing the information to be personally identified.

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.

Source and type of information being processed

Categories of personal data obtained

Caerphilly County Borough Council has obtained the following categories of your personal data:

- Name;
- Contact details e.g. email address/telephone number
- Equalities data; and
- Personal housing experiences and how they may have been affected by their protected characteristic (age, disability, gender etc.).

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

Details of main users of your information

The main user of your information will be Caerphilly Homes.

Whilst the summary report of the consultation process may be published, individuals will not be able to be personally identified from the report.

Details of any sharing of your information within Caerphilly County Borough Council

A copy of the summary report may be shared with other Council departments where it is deemed the information could help improve service provision. No personal information will be provided.

Details of any sharing of your information with other organisations

The information you provide when responding to the questionnaire 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 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 personal information will be held for a maximum period of 3 months after the Low Cost Home Ownership Policy has been approved by the Council's Cabinet.

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

The information you provide will be used by the Council as part of the development of the Low Cost Home Ownership Policy (2021). The information provided during the consultation exercise will be used to produce a summary report. The summary report will be used to identify any issues which require further consideration and to shape the final version of the Policy.

All personal information provided throughout the consultation exercise will be held for a maximum period of 3 months after the Low Cost Home Ownership Policy (2021) has been approved by the Council's Cabinet.

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: [Caerphilly County Borough Council LCHO Policy](#)