



Privacy Notice No:

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Service Area:	Infrastructure Division
Work Area:	Highway Operations Group
Contact Details:	Drainage@caerphilly.gov.uk
Privacy Notice Name:	Ordinary Watercourse Consent (OWC)
Description of Privacy Notice:	This privacy notice will explain how Caerphilly County Borough (CCBC) will use information provided by applicants during the processing of an application for an OWC.

How we will use your information

Purpose of processing

Caerphilly County Borough Council will process your application for OWC, your identity and contact details for the purpose of determining your application and providing you with a decision and any other associated documentation.

Legal basis for processing

Acting as the Lead Local Flood Authority, CCBC has statutory duty to process your information as detailed below:

- Land Drainage Act 1991 (as amended)

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.

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

Staff within the Council's Highway Operations Team and Administrative/Technical support staff will register your application, your identity and contact details for the purpose of determining your application and providing you with a decision and any other associated documentation.

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

Departments within the Council who may be consulted on your application include Highways, Environmental Health, Engineering Services, Countryside and Legal Services.

Details of any sharing of your information with other organisations

Organisations outside of the council who may be consulted on your application include Natural Resources Wales.

Details provided within consultations will be all information submitted as part of the Ordinary Watercourse Consent Application.

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 Act 1998.

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 Council holds records of OWC's from 2012 to the current date. Records are held in an electronic document management system.

Your Rights (Inc Complaints Procedure)

Your rights under the Data Protection

The Data Protection Act gives data subjects (those who the information is about) a number of rights:

- The right of access to personal data.
- The right to prevent processing likely to cause damage or distress.
- The right to prevent processing for marketing purposes.

- Rights in relation to automated decision making.
- The right to compensation if Caerphilly County Borough Council fail to comply with certain requirements of the Data Protection Act in respect of your information.
- The right to the rectification, blocking, erasure or destruction of your information in certain circumstances.

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 object to the way that Caerphilly County Borough Council is handling 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

Summary Privacy Notice

How we will use your information

Caerphilly County Borough Council will process your application for an Ordinary Watercourse Consent, your identity and contact details for the purpose of determining your application and providing you with a decision and any other associated documentation.

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}](#)