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Service Area: Sports and Leisure Services
Work Area: Sports Caerphilly
Contact Details: 01495 235497
Jonesm19@caerphilly.gov.uk
Privacy Notice Name: Sports Caerphilly – Workforce Pathway
Description of Privacy Notice: This privacy notice will explain how Caerphilly County Borough Council will use the personal information about you collected in respect of Workforce Pathway.

How we will use your information

Purpose and legal basis for using your information

Purpose of processing

Caerphilly County Borough Council will use the personal information about you collected in respect of Workforce Pathway for the purposes of enrolment, instruction and administering the Workforce Pathway.

If you would like to receive emails or text messages from us regarding Sport Caerphilly activities your contact details will also be used for that purpose.

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', which includes information in relation to an individual's health. 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:

- 18 (1) This condition is met if—
- (a) the processing is necessary for the purposes of—
 - (i) protecting an individual from neglect or physical, mental or emotional harm, or
 - (ii) protecting the physical, mental or emotional well-being of an individual,
 - (b) the individual is—
 - (i) aged under 18, or
 - (ii) aged 18 or over and at risk,
 - (c) the processing is carried out without the consent of the data subject for one of the reasons listed in sub-paragraph (2), and
 - (d) the processing is necessary for reasons of substantial public interest.

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 users of your information will be leisure staff, who are involved in providing instruction or the administration of the Workforce Pathway.

Details of any sharing of your information with other organisations

We will not share the information you provide / held in relation to the Workforce Pathway with other organisations unless there is a legal obligation / 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.

We will retain the personal information about you collected in respect of Workforce Pathway for 18 months. We will contact you prior to the end of this period to refresh this information. If you do not refresh the information then the information will be deleted.

If you have said that you would like to receive emails or text messages from us regarding Sport Caerphilly activities your contact details will be used until you inform us that you no longer wish to receive these messages.

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

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If you would like to receive emails or text messages from us regarding Sport Caerphilly activities your contact details will also be used for that purpose until you inform us that you no longer wish to receive these messages.

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}](#)