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<b>Service Area:</b>	Communities
<b>Work Area:</b>	Business Enterprise Renewal Team
<b>Contact Details:</b>	01443 866221 towncentres@caerphilly.gov.uk
<b>Privacy Notice Name:</b>	Town Centre Businesses – Data Capture
<b>Description of Privacy Notice:</b>	This privacy notice will explain how Caerphilly County Borough Council (CCBC) will use the contact details you have provided to CCBC for the purpose of updating you on town centre events and developments.

## How we will use your information

### Purpose and legal basis for using your information

#### Purpose of processing

To disseminate information on town centre developments.  
To disseminate information on town centre events.

#### Legal basis for processing

We are relying on your consent to process your information.

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:

Art 6(1)(a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes;

#### The right to withdraw consent

You have the right to withdraw your consent to the processing of this information. To withdraw your consent, please contact the Service Area whose details are contained on the top of this document.

## 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

CCBC Business Enterprise Renewal Team which encompasses town centre management and events.

### 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 and use your contact details for the purpose outlined until you withdraw your consent for CCBC to do so, your business closes or this service is no longer provided.

## 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](http://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](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

Caerphilly County Borough Council will use the contact details you provide to update you on town centre events and developments. We are relying on your consent to do this, which you have the right to withdraw at anytime by contacting us.

We will retain and use your contact details for the purpose outlined until you withdraw your consent for CCBC to do so, your business closes or this service is no longer provided.

We will not share your details with others unless there is a legal requirement to do so.

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/CaerphillyDocs/FOI/PrivacyNotices/Town-centres.aspx>

<https://www.caerphilly.gov.uk/CaerphillyDocs/FOI/PrivacyNotices/Town-centres-cy.aspx>