

**Cyngor Tref Caerffili**  
**Caerphilly Town Council**  
**Data Protection Privacy Notice**

**When you contact us**

The information you provide (personal information such as name, address, email address, phone no, organization) will be processed and stored to enable us to contact you and respond to correspondence, provide information and any services. Your personal information will not be shared or provided to any other third party.

**The Council's Right to Process Information**

General Data Protection Regulations Article 6(1) (a) (b) and (e)

Processing is with consent of the data subject or

Processing is necessary for compliance with a legal obligation or

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

**Information Security**

Caerphilly Town Council has a duty to ensure the security of personal data. The Council will make sure that your information is protected from unauthorized access, loss, manipulation, falsification, destruction or unauthorized disclosure. This is done through appropriate technical measures and appropriate policies. A copy of the Council's Data Protection Policy is available on request.

Personal data will only be kept for the purpose it was collected and only for as long as is necessary, after which it will be deleted. You may request the deletion of your data held by the Council at any time.

**Children**

The Council will not process any data relating to a child (under 13) without the express parental / guardian consent of the child concerned.

**Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting the Town Clerk.

### **Information Correction**

If you believe that the information the Council has about you is incorrect you may request to update it and keep your data accurate. You can do this by contacting the Town Clerk.

### **Information Deletion**

If you wish the Council to delete the information about you contact the Town Clerk with this request.

### **Right to Object**

If you believe that your data is not being processed for the purpose it has been collected you may object by contacting the Town Clerk.

### **Rights related to Automated Decision Making and Profiling**

Caerphilly Town Council does not use any form of automated decision making or the profiling of individual personal data.

In accordance with the law, the Council will only collect a limited amount of information about you that is necessary for correspondence, information and service provision. The Council does not use profiling, does not sell or pass your data to third parties. The Council does not use your data for purposes other than those specified. Your data is stored securely. All information deemed to be no longer necessary is deleted / shredded. The Council has adopted a Data Protection Policy which is available on request.

### **Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Caerphilly Town Council and the Information Commissioner's Office

### **Contact Details**

Town Clerk, Caerphilly Town Council, The Twyn Community Centre, The Twyn, Caerphilly CF83 1JL

Telephone: 02920888777

Email: [caerphillytowncouncil@outlook.com](mailto:caerphillytowncouncil@outlook.com)

Information Commissioner Wales Regional Office

Telephone: 02920678400

Email: [wales@ico.org.uk](mailto:wales@ico.org.uk)