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Service Area: Education and Corporate Services / Communities
Work Area: Libraries / Leisure & Sports Development
Contact Details: 01443 864068
libraries@caerphilly.gov.uk
Privacy Notice Name: Libraries / Leisure Smart Card
Description of Privacy Notice: This Privacy Notice will explain how Caerphilly County Borough Council will use the information you provide on the Smart Card Application Form.

How we will use your information

Purpose and legal basis for using your information

Purpose of processing

We will use the information you provide on the Smartcard Application Form to administer the Smart Card Scheme, to provide you with access to the services you have signed up for and for customer service purposes.. A valid Smart Card will allow access Library and Leisure Services provided by Caerphilly County Borough Council.

We may also use your information for marketing purposes in accordance with the preferences that you indicated on the Smartcard application form.

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:

Data Protection Act 2018 Schedule 1 Section 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.

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

Libraries

Leisure and Sports Development

Details of any external data processors

Your information will be stored on a system administered by SmartCitizen Ltd. Caerphilly County Borough Council has the appropriate contract in place to protect your information.

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.

Your details will be retained until you inform us that you no longer wish to be a Smart Card holder or you do not use your Smart Card for 10 years.

Marketing

Details of marketing

You have consented to your contact details being used for marketing purposes. You will / have been provided with details of the marketing Caerphilly County Borough Council would like to carry out, together with any options such as how you would like to be contacted. You are able to withdraw your consent to marketing at anytime by contacting the Service Area details on the top of this form.

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