

IF YOU HAVE ANY QUERIES REGARDING HOW YOUR PERSONAL DATA IS USED PLEASE CONTACT US ON DATA.PROTECTION@MERTHYR.GOV.UK OR 01685 725000



Merthyr Tydfil County Borough Council PRIVACY NOTICE

ACTIVE TRAVEL MERTHYR TYDFIL

This notice has been written in accordance with the General Data Protection Regulation and relevant legislation

Information Governance Team

Lisa Richards

Data Protection Officer

Sam Bishop/Maria Litchfield

Data Disclosure and Records Officer

Civic Centre, Castle Street, Merthyr Tydfil, CF47 8AN
data.protection@merthyr.gov.uk, 01685 725000

IMPORTANT INFORMATION

This privacy notice provides information on how we collect and process your personal data within our Active Travel consultations. Welsh Government, working with Commonplace Digital Ltd, developed an online consultation platform which has been created to assist Welsh local authorities with public engagement for improving active travel routes. This platform will aid the Council discharge our duties to map, plan, improve and promote opportunities for active travel across our borough.

Merthyr Tydfil County Borough Council is responsible for deciding how we hold and use personal information we collect. We are required under the data protection legislation to notify you of the information contained in this privacy notice. This notice does not form part of any contract to provide services. We may update this notice at any time if we do, we will ensure that an updated copy of this notice is made available to you as soon as reasonably practical.

It is important that you read this privacy notice together with our [Privacy Standards Policy](#) and full [privacy notice](#) which contains more detailed information about our data processing and can be accessed on our website.

WHO WE ARE

Merthyr Tydfil County Borough Council is the data controller and responsible for your personal data. The Council is made up of different departments, details of which can be found on our [website](#).

For the purposes of the Active Travel consultations the Rights of Way Department is responsible for processing your personal data.

We have appointed a Data Protection Officer who can be contacted using the details at the top of this notice.

WHAT PERSONAL DATA IS COLLECTED

Within the Active Travel consultation platform, we may collect, use, store and transfer different kinds of personal data about you. The responses are anonymised, but we will ask the following categories of personal data:

Date 5th March 2021
Responsible Department Rights of Way
Responsible Manager Chris Long

- Personal descriptors such as your name and email address, if you would like us to contact you with regards to our Active Travel plans.
- Additional personal descriptors such as your address, specifically your postcode, this information helps us to identify which roads or footpaths have and have not responded. It also helps us identify how far visitors are willing to travel to and within the area.
- Your date of birth, this information helps us to identify how many residents have been reached in a particular age group, ensuring we are targeting all audiences.
- Your gender, this data is also used to ensure we are reaching a balanced number of people during our consultations.
- Employment data, such as whether you are employed or unemployed to understand whether people are walking or cycling to work.
- We also collect personal data relating to your lifestyle within the additional comments section of the engagement platform. This data will relate to your connection to Merthyr Tydfil, including whether you are resident or visitor, or if you work in the area which helps us understand the context of your comments.
- We also capture information on your preferred method of transport, such as whether you walk, cycle, drive or take public transport. This information is used to develop our understanding of how we can improve mobility and connectivity within the borough. Furthermore, we use this data to improve our understanding of the communities needs.

This data is captured to identify the needs of our community and will be used as evidence for funding opportunities that will improve our active travel routes.

HOW YOUR PERSONAL DATA IS USED

Your personal data is collected using an online consultation platform called Common Place. This system is an externally hosted system by a third party, Commonplace Digital Ltd, who is also a data controller. For further information please read their privacy notice which is available on their [website](#).

Once the data is captured the Department will use your responses to identify which routes should be prioritised for enhancements or repairs. The data captured will be used to support our funding applications submitted to the Welsh Government.

For further information on the Welsh Government funding process please read their privacy information which is available on their [website](#).

LEGAL BASIS OF PROCESSING

We will only use your personal data where the data protection legislation allows us too. These will include the provisions set out under the [General Data Protection Regulations](#) and where relevant the [Data Protection Act 2018](#). We will use your personal information in the following circumstances:

In accordance with Article 6(c), which relates to our legal obligations provided in the Active Travel Wales (2013) Act.

Further legal authority has been derived from the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996 and the Highways Act 1980.

In accordance with Article 6(e), which relates to processing that 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. This includes the Welsh Governments Guidance titled 'Active Travel Guidance – February 2020' and supplementary documentation.

We may also process your personal data where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

SHARING YOUR PERSONAL DATA

We may share your personal data with other Council departments who are involved in the management of the Council Active Travel project within the Council. This will only be to ensure that we are able to fulfil our obligations and to provide you with the support you require.

We will also share data with the Welsh Government for us to access the Active Travel funding which will be used to improve walking and cycling routes across the borough in response to the Active Travel consultations. The Welsh Governments privacy notice is available on their website.

We will not transfer your data to any countries outside of the European Economic Area. If we do, we will inform you as soon as possible and you can expect a similar degree of protection in respect of your personal information.

HOW LONG WE KEEP YOUR PERSONAL DATA

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. The personal data collected in the consultation platform will be retained for 6 years as they are used as evidence within our funding application forms.

Details of retention periods for different aspects of your personal information are available in our Records Management Policy which is available on our website (www.merthyr.gov.uk).

HOW WE KEEP YOUR PERSONAL DATA SECURE

We have implemented appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees who have a business need to know. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

YOU LEGAL RIGHTS

Under certain circumstances, you have rights under data protection laws in relation to your personal data including the right to receive a copy of the personal data we hold about you these rights are detailed in our full [privacy notice](#).

FURTHER DETAILS

You also have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues:

Address: Information Commissioner's Office (Wales), 2nd Floor, Churchill House, Churchill Way, Cardiff, CF10 2HH

Email: casework@ico.org.uk

Tel: 0330 414 6421

If you are looking for more information on how we process your personal data including data security, data retention, individual rights please access our [full privacy policy](#). You can also obtain information directly from Information Commissioners Office [website](http://www.ico.org.uk), www.ico.org.uk.