

## **Fair Processing Notice – Commons Registration Authority**

### **1. Why do we collect and keep your personal information?**

We collect and use your personal information so that we can maintain the publicly available register of Common Land & Village Greens, effectively respond to enquiries relating to information held on the Register, process applications to amend the Register and investigate potential enforcement or management matters relating to registered Common Land or Village Greens under the Council's custodianship.

The Processing of your data is:

- Because you have given your consent to do so in line with:
  - The Commons Registration Act 1965
  - The Commons Act 2006
- Because we have a legal obligation to do so in line with:
  - The Commons Registration Act 1965
  - The Commons Act 2006
- Because it is necessary for the performance of this task to do so in line with the above Acts

### **2. How Information about you is used.**

The information that you provide will be processed according to the General Data Protection Regulations 2018, together with the Commons Registration Act 1965 and the Commons Act 2006.

We have a duty to protect the public funds we administer and may use the information provided by you for audit and reporting. In some cases we will cross check your information with Rural Payments Wales or Natural Resources Wales.

We will also make any disclosures required by law and we may also share this information with other bodies responsible for detecting/preventing fraud or auditing/administering public funds to ensure money is targeted and spent in the most appropriate and cost effective way. In order to achieve this, information may be shared with other internal departments within Pembrokeshire County Council.

Please note that the Council will not publish individual applicants' signatures, telephone numbers, fax numbers or e-mail addresses on the internet, although the contact details of legal representatives may be provided.

Your data will be secure and confidential at all times and we will only collect the personal information that is required to assess your application or query.

### **3. How long do we keep hold of your information?**

We will retain the information provided to us in line with your retention schedule and your information will be securely disposed of if it is no longer required.

### **4. Access to my personal information?**

You can find out if we hold any personal information by making a subject access request under the General Data Protection Act Regulations 2018. To make a request for any personal information we may hold you need to put your request in writing addressing it to:

Access to Records Team

Pembrokeshire County Council  
County Hall

Haverfordwest  
SA61 1TP

## 5. Your Rights.

Under the General Data Protection Regulations 2018, you have rights as an individual which you can exercise in relation to the information we hold about you:

- The right of **access** – you are entitled to request access to and a copy of, information we hold about you.
- The right to **rectification** – you have the right to ask to have your information corrected.
- The right to **restrict** processing may apply – you may request that we stop processing your personal data however; this may delay or prevent us delivering a service to you. We will seek to comply with your request but may be required to hold or process information to comply with our legal duties.
- The right to **object** – this is not an absolute right and will depend on the reason for processing your personal information.
- The right to data portability-this is not an absolute right.
- The right to **not be subject to automated decision-making and profiling**

## 6. Complaints or Queries.

Pembrokeshire County Council endeavours to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this seriously. We encourage people to bring to our attention if they believe that our collection or use of information is unfair, misleading or inappropriate.

This privacy notice does not provide exhaustive detail of all aspects of our collection and use of personal information. However we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below:

Jo Hendy, Data Protection Officer  
Pembrokeshire County Council  
County Hall  
Haverfordwest  
SA61 1TP

Email: [dataprotection@pembrokeshire.gov.uk](mailto:dataprotection@pembrokeshire.gov.uk)

Telephone: 01437 764551

If you want to make a complaint about the way we have processed your personal information, you can contact the Information Commissioner's Office as the statutory body which oversees data protection law:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
SK9 5AF

Email case [worker@ico.org.uk](mailto:worker@ico.org.uk) Telephone No: 0303 123 1113

**7. Changes to this privacy notice.**

We keep our privacy notice under regular review.