

Gwasanaeth a manylion cyswllt	
Gwasanaeth:	Pobl a Newid Busnes
Manylion cyswllt:	6935SNN@newport.gov.uk
Enw'r Hysbysiad Preifatrwydd:	Hysbysiad Preifatrwydd Enwi a Rhifo Strydoedd

Ffynhonnell gwybodaeth a chategorïau o wybodaeth yn cael eu prosesu
Mae'r adran hon ond yn berthnasol os yw data personol wedi'i gael gan ffynhonnell ond chi eich hun (gwrthrych y data).
Mae Cyngor Dinas Casnewydd wedi cael y categorïau canlynol o'ch data personol:
Ddim yn berthnasol – Ceisiadau wedi'u derbyn yn uniongyrchol gan yr ymgeisydd.
Rydym wedi cael eich gwybodaeth gan:
Ddim yn berthnasol

Diben a sail gyfreithiol dros ddefnyddio eich gwybodaeth
Yma, byddwn yn egluro ein rheswm dros gasglu eich data personol a'r rhesymau dros brosesu.
Ein sail gyfreithiol dros brosesu eich gwybodaeth:
Mae gennym rwymedigaeth statudol i brosesu eich data personol
Mwy o fanylion am ein sail gyfreithiol dros ddefnyddio eich gwybodaeth a diben prosesu:
Rheolir y gwaith o Enwi a Rhifo strydoedd ac eiddo yng Nghasnewydd gan Gyngor Dinas Casnewydd yn unol â Deddf Iechyd y Cyhoedd 1925 – Adrannau 17 – 19 (Enwi Strydoedd a Newid a Nodi Strydoedd).
Yr hawl i dynnu caniatâd yn ôl
Os ydym yn dibynnu ar eich caniatâd i brosesu eich data, mae gennych hawl i dynnu eich caniatâd i'r prosesu hwn yn ôl ar unrhyw adeg. I wneud hyn, cysylltwch â'r person a enwir ar ben yr hysbysiad preifatrwydd hwn.
<i>(Dim ond yn berthnasol i brosesu ar sail caniatâd)</i>
Rhaid i chi roi'r wybodaeth y mae ei hangen arnom i ddarparu'r gwasanaeth i ni, os oes naill ai:
a) Ymrwymiad contract i wneud felly, neu
b) Ymrwymiad statudol i wneud felly.
<i>(Dim ond yn berthnasol os mai cyflawni contract neu ddyletswydd/tasg Cyhoeddus yw'r sail gyfreithiol dros brosesu).</i>
Mae canlyniadau peidio â rhoi gwybodaeth fel a ganlyn:
Bydd methu â rhoi digon o ddata i'n galluogi i brosesu cais i gofrestru cyfeiriadau ar gyfer eiddo yn achosi problemau i feddianwyr sy'n ceisio defnyddio gwasanaethau megis bancio, yswiriant, siopa ar-lein ac ati. Mae cael ei enw ar y Gofrestr Etholiadol yn dibynnu ar gael cyfeiriad cofrestredig a gallai bywydau bod mewn perygl pe bai'r gwasanaethau brys yn cael eu hoedi'n ceisio dod o hyd i eiddo nad oes ganddo gyfeiriad swyddogol.

Data Categori Arbennig

(Dim ond yn berthnasol os mai data categori arbennig sy'n cael ei brosesu)

Weithiau rydym yn prosesu categori arbennig a ddiogelir yn fwy dan y Ddeddf Diogelu Data. Y rheswm am hyn yw y ystyrir bod data categori arbennig yn fwy sensitif. Os ydym yn prosesu eich data categori yna mae angen i ni sefydlu sail gyfreithiol bellach dros brosesu, ac rydym wedi tynnu sylw at hyn isod:

Nid ydym yn prosesu Data Categori Arbennig

Penderfynu awtomataidd/proffilio

(Dim ond yn berthnasol os ydym yn gwneud penderfyniad awtomataidd ar wrthrych data)

Weithiau rydym yn defnyddio cyfrifiaduron neu dechnoleg i'n helpu ni i wneud penderfyniadau ar y gwasanaeth rydym yn eu cynnig i chi. Isod ceir manylion am y systemau penderfynu neu broffilio rydym wedi'u defnyddio, a sut daethpwyd i'r penderfyniad:

Ddim yn berthnasol

Pwy fydd yn gweld eich gwybodaeth bersonol?

Cyngor Dinas Casnewydd yw'r rheolydd data a'r Swyddog Diogelu Data yw:

Rheolwr y Gwasanaethau Digidol

E-bost: information.management@newport.gov.uk

Ffôn: 01633 656656

Gallai rheolwyr data eraill hefyd fod yn gyfrifol am eich gwybodaeth, yn dibynnu ar yr amgylchiadau penodol. Cysylltwch â'r gwasanaeth am fwy o wybodaeth.

Prif ddefnyddwyr eich gwybodaeth bersonol yw:

Uwch Swyddog Rhestrau Corfforaethol

Swyddog Rhestrau Corfforaethol

Gallen ni rannu eich gwybodaeth o fewn Cyngor Dinas Casnewydd:

Yn achlysurol, gallai gwybodaeth gael ei throsglwyddo i'r adran Dreth Gyngor a Chyfraddau Annomestig Cenedlaethol i'w galluogi i benderfynu ar atebolrwydd dros dreth neu gyfraddau'r eiddo.

Gallen ni rannu eich gwybodaeth gyda sefydliadau allanol eraill:

Nid ydym yn rhannu eich gwybodaeth bersonol gydag unrhyw gyrff y tu allan i Gyngor Dinas Casnewydd

Weithiau rydym yn defnyddio help arbenigol sefydliadau/cwmnïau eraill i brosesu eich data ar ein rhan. 'Proseswyr data' yw'r cwmnïau hyn. Wrth brosesu eich data, rydym yn defnyddio'r proseswyr data canlynol:

Ddim yn berthnasol

Manylion unrhyw brosesau o drosglwyddo eich gwybodaeth bersonol yn rhyngwladol:

(os yn berthnasol)

Ddim yn berthnasol

Ceisiadau am wybodaeth

Gallai'r holl wybodaeth a gofnodwyd y mae Cyngor Dinas Casnewydd yn ei chadw fod yn destun ceisiadau yn unol â Deddf Rhyddid Gwybodaeth 2000, Rheoliadau Gwybodaeth Amgylcheddol 2004 a'r Ddeddf Diogelu Data.

Os hoffech chi wneud cais am gopi o'r wybodaeth bersonol sydd gennym amdanoch, gallwch wneud cais cael copi o'n **Ffurflen Gais Gwybodaeth Bersonol** yma:

Information.management@newport.gov.uk

Os hoffech chi gyflwyno Cais Rhyddid Gwybodaeth/Gwybodaeth Amgylcheddol, gallwch gyflwyno eich cais i ni yma:

<http://www.newport.gov.uk/cy/Council-Democracy/Transparency/Freedom-of-information.aspx>

Eich hawliau

Mae'r Ddeddf Diogelu Data yn rhoi nifer o hawliau i chi. Nodwch nad yw pob un o'r hawliau hyn yn ddiamod a bydd angen i ni ystyried eich cais wedi'i dderbyn. Mae gennych yr hawl i wneud cais:

- i'ch data gael ei gywiro os yw'n anghywir neu'n anghyflawn;
- i'ch data gael ei ddileu;
- i gyfyngu ar eich data'n cael ei brosesu;
- i arfer eich hawl i drosglwyddo data;
- i wrthwynebu i brosesu at ddibenion marchnata uniongyrchol, proffilio a phenderfynu awtomataidd.

Ym mhob achos, cyflwynwch eich cais i:

information.management@newport.gov.uk

Gweithdrefn Gwyno

Os nad ydych yn hapus gyda'r ffordd mae Cyngor Dinas Casnewydd yn defnyddio eich data, mae gennych yr hawl i gwyno i ni. Os hoffech chi gwyno, cysylltwch â ni trwy anfon e-bost aton ni yn;

Information.management@newport.gov.uk

Os nad ydych yn fodlon ar ganlyniad eich cwyn, gallwch wneud cais yn uniongyrchol i'r Comisiynydd Gwybodaeth am benderfyniad. Yn gyffredinol, ni alla y Comisiynydd wneud penderfyniad oni bai eich bod wedi dihybyddu gweithdrefn gwyno'r Cyngor. Gellir cysylltu â'r Comisiynydd Gwybodaeth yn:

Swyddfa'r Comisiynydd Gwybodaeth,
Wycliffe House, Water Lane,
Wilmslow,
Sir Gaeelleon
SK9 5AF.

Am faint y byddwn ni'n cadw eich gwybodaeth?

Manylion y cyfnod cadw

Byddwn yn cadw eich data am 7 mlynedd ac ar ôl hynny caiff ei ddinistrio.

Service Area and contact details

Service Area:	People & Business Change
Contact Details:	6935SNN@newport.gov.uk
Privacy Notice Name:	Street Naming and Numbering Privacy Notice

Source and categories of information being processed

This section is only relevant if personal data has been obtained from a source other than yourself (the data subject).

Newport City Council has obtained the following categories of your personal data:

Not Applicable – Applications received directly from applicant.

We have obtained your information from:

Not Applicable

Purpose and legal basis for using your information

Here, we will explain the reason why we have collected your personal data and the reasons for processing.

Our legal basis for processing your information:

We have a statutory obligation to process your personal data

Further details about our legal basis for using your information and the purpose of processing:

The Naming and Numbering of streets and properties in Newport, is controlled by Newport City Council under the provisions of the Public Health Act 1925 – Sections 17 to 19 (Naming of Streets and Alteration and Indication of Street Names).

The right to withdraw consent

If we are relying on your consent to process your data, you have the right to withdraw your consent to this processing at any point. To do so, please contact the person named at the top of this privacy notice.

(Only relevant to consent based processing)

You must provide us with the information we need to deliver the service, if there is either:

- A contractual obligation to do so, or
- A statutory obligation to do so.

(Only relevant if the lawful basis for processing is the performance of a contract or Public duty/task obligation)

The consequences of not providing the information are as follows:

Failing to supply sufficient data to enable us to process an application to register addresses for a property(ies) will cause problems for occupants trying to access services such as banking, insurance, online shopping etc. Admittance on to the Electoral Register is dependent on having a registered address and lives may be put at risk should the emergency services be delayed trying to find a property which has no official address.

Special Category Data

(Only relevant if special category data is being processed)

Sometimes we process special category which is afforded more protection under the Data Protection Act. This is because special category data is deemed to be more sensitive. If we are processing your special category data then we need to establish a further lawful basis for processing, and we have highlighted this below:

We do not process Special Category Data

Automatic decision making/profiling

(Only relevant if we are making an automated decision on a data subject)

Sometimes we use computers or technology to help us make decisions about the service we offer you. Below are the details of what decision making or profiling systems we have used, and how the decision was made:

Not Applicable

Who will have access to your personal information?

Newport City Council is the data controller and the Data Protection Officer is:

Digital Services Manager

Email: information.management@newport.gov.uk

Tel: 01633 656656

Other data controllers may also be responsible for your information, depending on the specific circumstances. Please contact the service area for further information.

The main users of your personal information are:

Senior Corporate Gazetteer Officer

Corporate Gazetteer Officer

We may share your information within Newport City Council:

Occasionally information may be passed to Council Tax and National Non Domestic Rates to enable the section to determine liability for the tax or rates on the property.

We may share your information with other, external organisations:

We do not share your personal information with any bodies outside Newport City Council

Sometimes we use the specialist help of other organisations/companies to process your data on our behalf. These companies are known as 'data processors'. In processing your data, we use the following data processors:

Not Applicable

Details of any international transfers of your personal information:
(if applicable)

Not Applicable

Requests for information

All recorded information held by Newport City Council may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and the Data Protection Act.

If you would like to request a copy of the personal information that we hold about you, you can request to have a copy of our **Personal Information Request Form** here:

Information.management@newport.gov.uk

If you would like to submit a Freedom of Information Request/Environmental Information request to us, you can submit your request to us here:

www.newport.gov.uk/FOI

Your Rights

The Data Protection Act gives you a number of rights. Please note that not all of these rights are absolute and we will need to consider your request upon receipt. You have the right to request:

- a) to have your data rectified if it is inaccurate or incomplete;
- b) to have your data erased;
- c) to restrict the processing of your data;
- d) to exercise your right to data portability;
- e) to object to the processing for the purposes of direct marketing, profiling and automated decision making.

In all instances, please submit your request to:

information.management@newport.gov.uk

Complaints Procedure

If you are unhappy with the way Newport City Council is using your data, you have the right to complain to us. If you would like to do this, please contact us by sending an e-mail to this address;

Information.management@newport.gov.uk

If you are not content with the subsequent outcome of your complaint, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the Council's complaints procedure. The Information Commissioner can be contacted at:

The Information Commissioners Office,
Wycliffe House, Water Lane,
Wilmslow,
Cheshire
SK9 5AF.

How long will we retain your information?

Details of retention period

We will retain your data for 7 years after which time it will be destroyed.