

DATA PROTECTION

This is the data protection policy of Camprodon City Council. It refers to the data of natural persons with whom it relates in the exercise of its powers and functions. Given the functions of Camprodon City Council, some treatments are the result of the provision of services to other public administrations that have delegated functions to it. The treatment is carried out in compliance with the General Data Protection Regulation (Regulation (EU) 2016/679 of the European Parliament and of the Council, of April 27, 2016) and the state regulations on this matter.

Who is responsible for the processing of personal data?

The person responsible for the processing of personal data is the Camprodon City Council (from now on, the City Council), with CIF P1704300A and address at Plaça de la Vila, 1, Camprodon (CP 17867), email address register @ camprodon .cat, www.camprodon.cat.

With what criteria do we treat personal data.

In the treatment of data we fully assume the principles of the General Data Protection Regulation.

- a) We treat them lawfully (only when we have a legal basis that allows us to do so and with transparency towards the interested party).
- b) We use them for specific, explicit and legitimate purposes that we explain at the time of obtaining them. Subsequently we do not treat them in a manner incompatible with these purposes.
- c) We only process adequate, relevant and limited data to what is necessary in each case and for each purpose.
- d) We strive to keep the data up-to-date.
- e) We keep them for the necessary time, complying with the regulations governing the conservation of public information.
- f) We apply the appropriate technical or organizational measures to avoid unauthorized or illegal processing, or its loss, destruction or accidental damage.
- g) As a general criterion, only people over the age of 14 can communicate data. In the case of children under 14, the authorization of their parents or legal representatives is necessary.

Who is the Data Protection Officer?

The Data Protection Officer (DPD) is the person who oversees compliance with the City Council's data protection policy, ensuring that personal data is treated appropriately and that people's rights are protected. Among its functions is to attend to any doubt, suggestion, complaint or claim of the people whose data is processed. You can contact the Data Protection delegate by writing to plaça de la Vila, 1, de Camprodon (CP 17867), tel. 972740005 or to the email address [dpd @ camprodon.cat](mailto:dpd@camprodon.cat).

For what purpose we process the data and to whom we communicate it.

The City Council processes the data to exercise its powers and functions. The City Council's services are described on its website and its electronic headquarters.

Registration The inhabitants of the municipality must appear in the register of inhabitants. At the City Council we carry out the necessary procedures to have it updated based on the information provided by the interested parties and by the ex officio actions of our services. The register data is used to prove residence in the municipality, to know the domicile for the purposes of notifications, to perform statistics, to form the electoral roll and for other purposes established in the Basic Law of the Local Regime and other regulatory regulations of the register. The communication of data from the register is limited to the cases authorized by the regulations which provide, among other cases, the communication to other administrations when it is necessary to know the domicile of a citizen in the context of an administrative procedure.

Administrative procedures and formalities. Based on the requests of the interested parties, we use their data to follow the corresponding processing. The catalog of procedures and the procedure to be followed can be consulted online. According to the procedure, the data can be communicated to other competent administrations in the matter. In some cases they must be published in compliance with the principle of transparency.

Tax management and collection. The management of taxes and the collection of other revenues under public law involves the processing of a significant volume of personal data, data that is processed continuously and that sometimes comes from other administrations. They are treated solely for this purpose. Always following the regulatory regulations, the data can be communicated to other administrations. In some cases they must be published for notification purposes. In the case of the City Council, these actions have been delegated to the Cerdanya i Ripollès Collection Service Consortium.

Services. For the provision of services, we process the data provided by users or those we have obtained from other administrations. Providing these services often involves tracking them and obtaining new data from the people who use them. It is the case of Kindergarten. The catalog of services can be consulted at the electronic headquarters. As a general criterion, the data is not communicated to other people without the explicit consent of the user of the service.

Activities. In the organization of cultural, leisure, training or sports activities, we receive data from the people who register, for the purpose of organizing the activity. As a general criterion, the data is not communicated to other people without the explicit consent of the person participating in the activity.

contact We attend to inquiries from people who use the contact forms on our website. The data is used solely for this purpose and is not communicated to other people.

Staff selection. When personnel selection processes are called, the rules for access to the public service are followed at all times and, in this context, the data provided by the interested parties serves as a basis for evaluating the merits and analyzing the adequacy of the profile of the candidates based on vacant or newly created positions. They are not communicated to other people although during the process, in accordance with the contents of the bases, identifying data can be made public to inform people admitted, excluded or winners of places.

Sending information. With the explicit authorization of each person, we use the contact details they have provided to inform us of our initiatives, services or activities. We do this through different channels depending on how each person has authorized it. They are not communicated to other people without their consent.

Data management of our suppliers. We record and process the data of the suppliers from whom we obtain services or goods. It can be the data of people who act as freelancers and also data of representatives of legal entities. We obtain the essential data to maintain the commercial relationship and use them solely for this purpose. In compliance with legal obligations (tax regulations) we communicate data to the tax administration.

Video surveillance. When entering our facilities, you are informed, where appropriate, of the existence of video surveillance cameras by means of the approved signs. The cameras record images only of the points where it is justified to guarantee the safety of goods and people. Images are used solely for this purpose. In justified cases we communicate the data to the security bodies and forces or to the competent judicial bodies.

What is the legal justification for data processing.

The data treatments we carry out have different legal bases, depending on the nature of each treatment.

Compliance with legal obligations. The processing of data in the context of administrative procedures is carried out following the regulatory rules of each of the procedures. It is carried out in compliance with legal obligations. To fulfill a mission in the public interest. The treatments resulting from the provision of our services are justified by satisfying the public interest. The images we obtain from the video surveillance cameras are also treated to preserve the public interest.

Fulfillment of a contractual or pre-contractual relationship. We process the data of our suppliers following the public sector's own procurement regulations, to the degree and with the scope necessary for the development of the contractual relationship. In another sense, but also in the framework of contractual or pre-contractual relations, we process data of people who participate in selective processes or who join our institution.

Based on consent. When we send information about our initiatives, services or activities, we process the contact details of the recipients with their authorization or explicit consent.

How long we keep the data.

The retention time of the data is determined by different factors, mainly the fact that the data remains necessary to serve the purposes for which they have been collected in each case. Secondly, they are kept to deal with possible responsibilities for the processing of data by Camprodon City Council, and to meet any request from other public administrations or judicial bodies. Consequently, the data must be kept for the time necessary to preserve its legal or informative value or to certify compliance with legal obligations, but not for a period longer than necessary in accordance with the purposes of the treatment. In certain cases, such as the data appearing in the accounting documentation and invoicing, the tax regulations oblige to keep them until the responsibilities in this matter are prescribed. In the case of data that are processed exclusively on the basis of the consent of the person concerned, they are kept until this person revokes this consent. Finally, in the case of images obtained by video surveillance cameras, they are kept for a maximum of one month, although in the case of incidents that justify it, they are kept for the time necessary to facilitate the actions of the bodies and security forces or judicial bodies. The regulatory regulations for the conservation of public documentation, and the opinions of the [Comissió Nacional d'Accés, Avaluació i Tria Documental](#), Evaluation and Selection are a benchmark that determine the criteria we follow in the conservation or elimination of data.

What rights do people have in relation to the data we process.

As provided for in the General Data Protection Regulation, the people whose data we process have the following rights:

To know if they are treated. Anyone has, in the first place, the right to know whether we process their data, regardless of whether there has been a previous relationship.

To be informed upon collection. When personal data is obtained from the interested party himself, at the time of providing it, he must have clear information about the purposes for which it will be used, who will be responsible for the treatment and the main aspects derived from this treatment.

To access it. Very broad right that includes the right to know precisely which personal data are being processed, what is the purpose for which they are being processed, the

communications to other people that will be made (if applicable) or the right to obtain a copy or to know the expected term of conservation.

To request its rectification. It is the right to have inaccurate data rectified that is the object of treatment by us.

To request its deletion. In certain circumstances there is the right to request the deletion of the data when, among other reasons, they are no longer necessary for the purposes for which they were collected and justified their treatment.

To request the limitation of the treatment. Also in certain circumstances the right to request the limitation of data processing is recognized. In this case they will cease to be processed and will only be kept for the exercise or defense of claims, in accordance with the General Data Protection Regulation.

To portability. In the cases provided for in the regulations, the right is recognized to obtain one's own personal data in a commonly used, machine-readable, structured format, and to transmit them to another data controller if the interested person so decides.

To oppose the treatment. A person can adduce reasons related to his particular situation, reasons that he makes up. They will request that your data cease to be processed to the extent or extent that it may cause harm, except for legitimate reasons or the exercise or defense against claims.

To not receive information. We immediately respond to requests not to continue receiving information about our activities and services, when these shipments were based solely on the consent of the person receiving them.

How rights can be exercised or defended.

The rights we have just listed can be exercised by sending a request to Camprodon Town Council at the postal address or the other contact details indicated in the heading. If a satisfactory response has not been obtained in the exercise of the rights, it is possible to submit a claim to the Catalan Data Protection Authority, through the forms or other channels accessible from its website (www.apd.cat).

In all cases, whether to submit complaints, ask for clarifications or send suggestions, it is possible to contact the Data Protection Officer by email to the address dpd@camprodon.cat.