**Place Names Online Recording Survey**

**Privacy Notice**

The Welsh Government is creating a web page on the DataMapWales website to record place names in Wales.

At present, there are Welsh and historic place names that do not appear on online maps. It is intended that the survey will fill in the gaps in our knowledge of place names in Wales, with a specific emphasis on Welsh place names and historic names. We are doing this to increase the accuracy and completeness of datasets in relation to place names in Wales, with the aim of sharing the information collected with partner projects who can use the data to improve their offerings to the public.

**Lawful basis for processing**

The Welsh Government will be the data controller for any personal data you provide in relation to this survey. The information will be processed as part of our public task and the official authority vested in us to undertake the core role and functions of the Welsh Government.

**What personal information do we keep?**

Personal information that will be collected and held includes:

* Name.
* Email address.
* Photographs (if you are uploading a photograph which includes someone else’s property, you must obtain their permission first).

**What do we use your personal data for?**

The Welsh Government will use your personal data to help implement our Welsh language and historic environment policies. This might include contacting you to:

* Request further details about a place name you have recorded through the tool, for instance:
	+ information about the source of the name
	+ when the name was first recorded
	+ exact location of the named entity e.g. if it covers a larger area

Participation is completely voluntary. However, we greatly appreciate your participation since your knowledge will help us to gain a more complete picture of the place names landscape in Wales.

You should also be aware of our [**responsibilities under Freedom of Information legislation**](https://gov.wales/about/open-government/freedom-of-information/?lang=en).

This place names survey is being hosted on the DataMapWales website, which is owned and operated by the Welsh Government. [DataMapWales has separate Privacy Notices on its website](https://datamap.gov.wales/info/privacy-policy).

**Who do we share your information with?**

The data collected through the survey will be shared with other Welsh Government funded projects, namely:

* The List of Historic Place Names of Wales, a project maintained on behalf of Welsh Ministers by the Royal Commission on the Ancient and Historical Monuments of Wales
* Mapio Cymru / Open Street Map (Orchard Data CIC)
* Wicipedia Cymru (National Library of Wales)

Photographs may be shared with Wicipedia to be used in articles about the names recorded.

Your contact details will only be shared with the projects above for data collection or verification purposes. They will not be published.

We may also share geolocation and place name data provided through the survey (excluding photographs, contributors’ names and email addresses) with other organisations for cartographic purposes.

**How long your details are kept for**

Your personal data will be retained on secure Welsh Government IT systems for up to 2 years in line with the Welsh Government retention policy after which time it will be securely destroyed. We may delete the information sooner if it is no longer being used.

**Your rights**

Under data protection legislation, you have the right:

* to be informed of the personal data Welsh Government holds about you and to access it
* to require us to rectify inaccuracies in that data
* to (in certain circumstances) object to or restrict processing
* for (in certain circumstances) your data to be ‘erased’
* to (in certain circumstances) data portability
* to lodge a complaint with the Information Commissioner’s Office (ICO) who is our independent regulator for data protection.

**Contacts**

Should you have any queries regarding this research project, please contact:

Cymraeg 2050 Division

Cathays Park, Cardiff, CF10 3NQ

Email: Cymraeg2050@llyw.cymru

For further information about the information which the Welsh Government holds and its use, or if you wish to exercise your rights under the UK GDPR, please see contact details below:

**Data Protection Officer**

Welsh Government
Cathays Park, Cardiff, CF10 3NQ

**Email:** **DataProtectionOfficer@gov.wales**

Rydym yn croesawu gohebiaeth yn Gymraeg / We welcome correspondence in Welsh.

**Information Commissioner’s Office**

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

**Telephone:** 0303 123 1113

[**Website**](https://ico.org.uk/)