Sut y mae Llywodraeth Cymru yn Prosesu Gohebiaeth

At ddibenion gweinyddol, mae Is-adran Gwasanaethau Gweinidogol Llywodraeth Cymru yn cadw cofnod o fanylion pob gohebiaeth at Weinidogion mewn cronfa ddata.

Dyma enghreifftiau o'r wybodaeth a ddelir:
Enw a chyfeiriad yr anfonwr
Testun y llythyr
Dyddiad derbyn
Statws ymateb Llywodraeth Cymru

Defnyddiwn y manylion personol a gofnodir gennym er mwyn delio â'ch gohebiaeth.

Os bydd angen ateb i'ch gohebiaeth efallai y bydd angen ymgynghori â phobl a sefydliadau y tu allan i Lywodraeth mewn rhai achosion.

Fel rhan o'r broses hon, efallai y byddwn yn trosglwyddo gwybodaeth iddynt, gan gynnwys gwybodaeth yr ydych chi wedi ei roi i ni, a'ch data personol. Byddwn yn datgelu eich manylion personol, fodd bynnag, dim ond pan fydd angen gwneud hynny i'n galluogi i ymdrin â materion yr ydych wedi gofyn i ni eich helpu â hwy.

Bydd yr holl wybodaeth sy'n deillio o'ch cais, o'r cychwyn cyntaf hyd at ei gwblhau'n foddhaol, yn cael ei gadw gan Lywodraeth Cymru am hyd at 11 blynedd. Wedi hynny, bydd yr wybodaeth yn cael ei hadolygu ac, oni bai bod amgylchiadau eithriadol, yn cael ei dinistrio. Os ydych chi'n gwneud cais am gyfarfod Gweinidogol neu'n estyn gwahoddiad, efallai y bydd rhai manylion yn dod yn rhan o'r cofnod cyhoeddus.

Os oes gennych unrhyw ymholiadau ynghylch y dull yr ydym yn ymdrin â'ch gohebiaeth, cysylltwch â'r person sy'n cael ei enwi yn y llythyr/e-bost a ddaw gyda'r daflen hon.

Bydd pob gwybodaeth sydd gan Lywodraeth Cymru, gan gynnwys eich gohebiaeth, yn cael ei brosesu a'i reoli gennym yn unol â'n rhwymedigaethau a'n dyletswyddau o dan:

- Ddeddf Diogelu Data 1998
- Deddf Rhyddid Gwybodaeth 2000
- Rheoliadau Gwybodaeth Amgylcheddol 2004
- pob deddf arall sy'n gysylltiedig â mynediad at wybodaeth.

Gan gadw hyn mewn cof, gall eich gwybodaeth, gan gynnwys eich gwybodaeth bersonol, fod yn destun cais gan aelod arall o'r cyhoedd. Pan fyddwn yn ymateb i geisiadau o'r fath, efallai y bydd yn rhaid inni ryddhau gwybodaeth, gan gynnwys eich gwybodaeth bersonol. Bydd ein hymateb i geisiadau o'r fath yn unol â'r canllawiau a ddarperir gan God Ymarfer Llywodraeth Cymru ar Fynediad at Wybodaeth. Mae'r Cod wedi ei gyhoeddi ar y Rhyngrwyd yn:
http://new.wales.gov.uk/publications/accessinfo/?lang=cy

Eich hawliau o dan Ddeddf Diogelu Data 1998

Nid yw'n fwriad i'r rhestr hon fod yn hollgynhwysol:

Mae gennych yr hawl i ofyn i Lywodraeth Cymru adael i chi weld data personol a ddelir amdanoch a rhoi copi o'r wybodaeth honno i chi.

Mae gennych yr hawl, mewn amgylchiadau penodol, i ofyn i Lywodraeth Cymru roi'r gorau i brosesu data personol amdanoch.

Mae gennych yr hawl i ofyn i'r Comisiynydd Gwybodaeth gynnal asesiad o'r modd y mae Llywodraeth Cymru wedi prosesu data personol amdanoch.

Dylai unrhyw un sydd eisiau arfer yr hawliau hyn gysylltu â Swyddog Diogelu Data Llywodraeth Cymru (029 2082 6770).

Llywodraeth Cymru
Welsh Government

Deddf Diogelu Data 1998:

Sut y mae Llywodraeth Cymru yn Prosesu Gohebiaeth at Weinidogion

Os oes gennych unrhyw ymholiadau ynghylch pwrpas y daflen hon, cysylltwch â Swyddog Diogelu Data Llywodraeth Cynulliad Cymru ar:

(029) 2082 6770

How the Welsh Government Processes Correspondence

For administrative purposes the Cabinet Division of the Welsh Government keeps a record of the details of all correspondence to Ministers on a database.

Examples of the information held are:
Name and address of sender
Subject of the letter
Date of receipt
Status of the Welsh Government's response

The personal details we record are used by us for the purpose of dealing with your correspondence.

Where your correspondence requires a response we may need in some cases to consult with people and organisations outside of the Welsh Government. As part of this process we may pass information to them, including information you have given us and your personal data. We will, however, only disclose your personal details where it is necessary to do so to enable us to deal with issues you have asked us to help you with.

All of the information that results from dealing with your request, from the beginning to satisfactory completion, will be kept by the Welsh government for a period of up to 11 years, after which the information is reviewed, and unless there are exceptional circumstances, destroyed. If your request is for a Ministerial meeting or is an invitation then some details may become part of the public record

If you have any queries about the way your correspondence is being dealt with please contact the person named in the accompanying letter/e-mail.

All of the information held by the Welsh Government, including your correspondence, will be processed and managed by us in accordance with our obligations and duties under the:

- **Data Protection Act 1998;**
- **Freedom of Information Act 2000;**
- **The Environmental Information Regulations 2004; and**
- all other laws relating to access to information.

With this in mind, your information, including your personal information, may be the subject of a request by another member of the public. When responding to such requests we may be required to release information, including your personal information. Our response to such requests will be in accordance with the guidelines provided by the Welsh Government's Code of Practice on Access to Information. The Code is published on the Internet at:

http://new.wales.gov.uk/publications/accessinfo/?lang=en

Your rights under the Data Protection Act 1998

This list is not intended to be exhaustive:

You have the right to ask the Welsh Government to provide you with access to and a copy of personal data held about you.

You have the right, in specified circumstances, to ask the Welsh Government to stop processing personal data about you.

You have the right to ask the Information Commissioner to carry out an assessment of the way in which the Welsh Government has processed personal data about you.

Individuals who wish to exercise any of these rights should contact the Welsh Assembly Government's Data Protection Officer (029 2082 6770).

Llywodraeth Cymru
Welsh Government

The Data Protection Act 1998:

How the Welsh Government Processes Correspondence to Ministers

If you have any queries regarding the purpose of this leaflet, please contact the Welsh Government's Data Protection Officer on:

(029) 2082 6770