

**PRIVACY NOTICE - ALLOTMENTS**

The following information provides details on how we may collect, use and where appropriate share personal information for the administration and management of the towns allotments in accordance with the General Data Protection Regulations (GDPR). It should be read in conjunction with the Council's privacy notice document.

Why we collect your information	Hartlepool Borough Council will collect your personal information for the administration and management of the town's allotment provision.	
What information do you collect about me?	<p>We will collect, store and use the following categories of personal information about you:</p> <ul style="list-style-type: none"> <li>• Your name</li> <li>• Contact details such as address, telephone numbers and e-mail addresses.</li> <li>• Date of Birth</li> <li>• Payment details (we do not store this information).</li> <li>• Details of your allotment tenancy, including information of materials and animals you may keep on the allotment you rent from the Council.</li> <li>• Inspections records and communication about your tenancy</li> </ul>	
Will you collect more sensitive personal information about me?	We do not collect information categorised as sensitive for the purposes of managing allotments.	
How will you collect personal information about me?	We collect personal information by letter, email, telephone, online and through face to face contact with you, or on occasion an agreed representative nominated by you.	
How will the Council use the information it collects about me?	<p>Most commonly, we will use your personal information in the following circumstances:</p> <p>(a) where the processing is necessary for a contract we have with you, or because you have asked us to take specific steps before entering into a contract, namely for the letting of an allotment to you.</p> <p>(b) where the processing is necessary for us to comply with the law, namely:</p> <ul style="list-style-type: none"> <li>• Small Holdings and Allotments Act 1908 et-al</li> </ul>	
In what situations will you use my personal data?	<b>Reason for processing</b>	<b>Basis</b>
	<p>We will use your personal data to assess your eligibility for inclusion on a waiting list, for the allocation of an allotment garden within the borough.</p> <p>Information you supply will be checked against eligibility criteria specified in legislation and within the Council's allotments rules and</p>	<p><b>Contract:</b></p> <p>Taking specific steps before entering into a contract.</p>

	regulations handbook.	
	Management of your allotment tenancy Payment of rent due in relation to your tenancy.	<b>Legal:</b> Small holdings and allotments act 1908 et al. <b>Contract:</b> Allotment tenancy
What if I don't want to provide the Council with my personal information?	Unfortunately if you do not provide the information as described above we will be unable to include you on the allotment waiting list or provide you with an allotment should a suitable plot become available.	
Will you share my personal information with third parties?	It may be necessary to share your information with other third parties organisations in order to manage the allotment service. Examples of these organisations include: <ul style="list-style-type: none"> <li>• other Council departments who are part of the administration of the allotments service</li> <li>• Contractors who may be required to undertake works on allotments on behalf of the Council.</li> </ul>	
Which third parties process my personal information?	The following third party organisations may process information about you: <ul style="list-style-type: none"> <li>• <b>Northgate Public Services</b> – The Council's IT provider Northgate may have to access the system on occasions where there is a fault</li> <li>• <b>Contractors</b> who may be required to undertake works on allotments on behalf of the Council.</li> <li>• <b>Capita</b></li> <li>• <b>Firmsteps</b></li> </ul>	
How long will you keep my data	We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different aspects of your personal information are available in our retention policy which is available from <a href="http://www.hartlepool.gov.uk/retention-schedules">www.hartlepool.gov.uk/retention-schedules</a> .	
Your rights in connection with personal information	<p>Under certain circumstances, by law you have the right to:</p> <ul style="list-style-type: none"> <li>• have inaccurate or incomplete data we hold on you corrected</li> <li>• request the erasure of personal data we hold</li> <li>• object to processing</li> <li>• request the restriction of processing of your personal data</li> <li>• request the transfer of your personal data</li> <li>• Request access to your personal information</li> </ul> <p>If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Data Protection Officer in writing.</p> <p>For further information on your rights please visit: <a href="http://www.hartlepool.gov.uk/GDPR">www.hartlepool.gov.uk/GDPR</a></p>	