

### **PRIVACY NOTICE - ASSERTIVE OUTREACH SERVICE**

The following information provides details on how we may collect, use and where appropriate share personal information in relation to planning 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 to carry out its Assertive Youth Outreach Service which engages with young people on the street.
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>• Date of Birth</li> <li>• Contact details such as address, telephone numbers and e-mail addresses</li> <li>• Details of problems you have experienced</li> <li>• Details of your behaviour</li> <li>• Details of your property ownership</li> <li>• Details of your involvement with any statutory services</li> <li>• Personal and professional opinions</li> </ul>
Will you collect more sensitive personal information about me?	<p>We may collect information categorised as sensitive in order to carry out our legal obligations and in line with our data protection policy.</p> <p>This may include information such as:</p> <ul style="list-style-type: none"> <li>• language</li> <li>• race, ethnicity, nationality</li> <li>• religion, faith or belief</li> <li>• transgender identity</li> <li>• sexual orientation</li> <li>• disability</li> <li>• alternative subculture</li> <li>• health</li> </ul> <p>more sensitive information as described above, collected and processed in association with the assertive outreach service is done so as it is necessary for reasons of substantial public interest.</p>
How will you collect personal information about me?	We collect personal information by letter, email, telephone, online and through face to face contact with yourself, or on

	occasion an agreed representative of you, appointed by yourself.	
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> <ul style="list-style-type: none"> <li>• processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.</li> <li>• processing is necessary for compliance with a legal obligation to which the controller is subject.</li> <li>• processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.</li> <li>• the data subject has given consent to the processing of his or her personal data for one or more specific purposes.</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 in:</p> <ul style="list-style-type: none"> <li>• Carrying out youth outreach patrols, and on street engagement and brief interventions.</li> <li>• Making referrals to diversion, mediation, restorative justice, support, and treatment services.</li> <li>• Carrying out 1 to 1 and group support sessions.</li> </ul>	<p>Consent</p> <p>Contract</p> <p>Public Interest</p> <p>Legitimate interest</p> <p><u>Legal:</u></p> <p>Crime and Disorder Act 1998</p> <p>Children's Act 1989 and 2004</p> <p>Domestic Violence and Victims Act 2004</p>
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 carry out any referrals to diversion, mediation, restorative justice, support, and treatment services.	
Will you share my personal information with third parties?	<p>It may be necessary to share your information with other third parties in order to undertake investigations into anti-social behaviour and hate complaints and breaches of the Council's Tenancy Agreement. These may include:</p> <ul style="list-style-type: none"> <li>• Other Council Departments</li> <li>• Statutory Agencies</li> <li>• Voluntary and Third Sector Organisations</li> <li>• Contractors and partners who undertake works on behalf of the Council</li> <li>• The Local Government and Social Care Ombudsman</li> <li>• The Housing Ombudsman</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>• Statutory Agencies</li> <li>• Voluntary and Third Sector Organisations</li> <li>• Contractors and partners who undertake works on behalf of the Council</li> <li>• The Local Government and Social Care Ombudsman</li> <li>• The Housing Ombudsman</li> <li>• Northgate Public Services</li> </ul>
How long will you keep my data	<p>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>.</p>
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>