

PRIVACY NOTICE - BEACH LIFEGUARDS RECORDING ACCIDENTS AND INCIDENTS

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 for the purpose of beach lifeguards recording accidents and incidents.
What information do you collect about me?	We will collect, store and use the following categories of personal information about you: <ul style="list-style-type: none"> • Name • Tel No.
Will you collect more sensitive personal information about me?	We do not collect information categorised as sensitive for the purposes of managing this service.
How will you collect personal information about me?	We collect personal information 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?	Most commonly, we will use your personal information in the following circumstances: <ol style="list-style-type: none"> a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes. b) 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.
In what situations will you use my personal data?	Reason for processing
	Basis
	We will use your personal data to identify the incident to which the individual was involved in.
	For the purpose of recording beach incidents and accidents.
What if I don't want to provide the Council with my personal information?	Any personal data collected will only be taken with consent of the individual.
Will you share my personal information with third parties?	It may be necessary to share your information with other third party organisations in order to investigate incidents. These may include: <ul style="list-style-type: none"> • Other Council departments who require information regarding incidents and accidents on the beach.
Which third parties process my personal information?	The following third party organisations may process information about you: <ul style="list-style-type: none"> • Other Council departments – On the rare occasion for

	<p>incident investigations</p> <ul style="list-style-type: none"> • Northgate Public Service – the Council's IT provider Northgate may have to access the system on occasions where there is a fault.
<p>How long will you keep my data</p>	<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 www.hartlepool.gov.uk/retention-schedules.</p>
<p>Your rights in connection with personal information</p>	<p>Under certain circumstances, by law you have the right to:</p> <ul style="list-style-type: none"> • have inaccurate or incomplete data we hold on you corrected • request the erasure of personal data we hold • object to processing • request the restriction of processing of your personal data • request the transfer of your personal data • Request access to your personal information <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: www.hartlepool.gov.uk/GDPR</p>