

PRIVACY NOTICE - COUNTRYSIDE ACCESS

The following information provides details on how we may collect, use and where appropriate share personal information in relation to Countryside Access 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 purposes of continued management, maintenance and enforcement of public and permissive rights of way	
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"> • Your name • Contact details such as organisation, address, telephone numbers and email addresses • Where relevant; details of what public and/or permissive rights of way are routed across your land 	
Will you collect more sensitive personal information about me?	We do not collect information categorised as sensitive for the purposes of managing, maintaining and enforcing Public and Permissive Rights of Way	
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?	Most commonly, we will use your personal information in the following circumstances: <ul style="list-style-type: none"> • 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. • The data subject has given consent to the processing of his or her personal data for one or more specific purposes. 	
In what situations will you use my personal data?	Reason for processing	Basis
	We will use your personal data in <ul style="list-style-type: none"> • Carrying out our statutory duties with regards to public rights of way management, maintenance and enforcement • Exercising our statutory powers with regards to public rights of way management, maintenance and enforcement 	Legal obligations: Highways Act 1980, Wildlife & Countryside Act 1981, Town & Country Planning Act 1990, Rights of Way Act 1990, Countryside & Rights of Way Act 2000, Marine & Coastal Access Act 2009
	<ul style="list-style-type: none"> • Contacting you to inform you of changes and opportunities in relation to access across the Borough 	Consent: To discuss grant/funding opportunities, specific

		projects or to inform you of meetings and minutes of meetings
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 assist you and/or carry out vital work with regards to public rights of way management, maintenance and enforcement	
Will you share my personal information with third parties?	<p>It may be necessary to share your information with other third party organisations in order to maintain, manage and enforce public and permissive rights of way. These may include:</p> <ul style="list-style-type: none"> • Other Council departments who are part of the administration of public and permissive access. • Contractors and partners who undertake works on behalf of the Council • Other Local Authorities 	
3.2 Which third parties process my personal information?	<p>The following third party organisations may process information about you:</p> <ul style="list-style-type: none"> • Northgate Public Services – The Council's IT provider Northgate may have to access the system on occasions where there is a fault • Contractors who may be required to undertake works on allotments on behalf of the Council. • Other Local Authorities – Tees Valley and County Durham Local Authorities where rights of way cross local authority boundaries. 	
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 www.hartlepool.gov.uk/retention-schedules.</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"> • 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>	