

PRIVACY NOTICE - COUNTRYSIDE VOLUNTEERS

The following information provides details on how we may collect, use and where appropriate share personal information in relation to Countryside Volunteers 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 managing the Countryside Volunteers.	
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 address, telephone numbers and email addresses. • 3rd party reference information. 	
Will you collect more sensitive personal information about me?	We do not collect information categorised as sensitive for the purposes of managing the Countryside Volunteers.	
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: <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. 	
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"> • Order to contact Countryside Volunteers to arrange attendance on volunteering days. 	Consent
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 you will be unable to volunteer.	
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 organise volunteering days. These may include:	

	<ul style="list-style-type: none"> • Other Council departments who are part of the administration of the Countryside Volunteers.
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.
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>