

### **PRIVACY NOTICE - EMERGENCY PLANNING RESPONSES**

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 purposes of ensuring that appropriate personal can be contacted in the event of an incident and multi-agency responses can be activated where required.	
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"> <li>• Name</li> <li>• Organisation</li> <li>• Job title</li> <li>• Phone contacts including personal home and mobile</li> <li>• Email contact details</li> <li>• Competencies</li> </ul>	
Will you collect more sensitive personal information about me?	We do not collect information categorised as sensitive for the purposes of managing this function.	
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 appointed by you.	
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"> <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 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>	
	<b>Reason for processing</b>	<b>Basis</b>

In what situations will you use my personal data?	<p>We will use your personal data for</p> <ul style="list-style-type: none"> <li>• Compiling a register of voluntary agencies and other third parties point of contact.</li> <li>• Activating voluntary / 3<sup>rd</sup> party agencies in the event of an emergency</li> <li>• Requesting assistance / contacting you in the event of an emergency / potential emergency.</li> <li>• Testing the availability of staff and resources.</li> <li>• Providing alternative means of accessing emergency planning in the event of a failure of the normal duty officer process.</li> </ul>	<p>Public Interest Contract Consent</p>
What if I don't want to provide the Council with my personal information?	<p>If you do not provide the information as described above we may not be able to fulfil our duties under the Civil contingencies Act and accompanying legislation in providing a response to an emergency situation.</p>	
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 provide a robust duty officer function. These may include:</p> <ul style="list-style-type: none"> <li>• Neighbouring Councils</li> <li>• Cleveland Local Resilience Forum (LRF) partners</li> <li>• Relevant 3<sup>rd</sup> parties e.g. housing providers</li> <li>• Emergency Services</li> </ul>	
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"> <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> </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> </ul>	

	<ul style="list-style-type: none"><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>
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