

**PRIVACY NOTICE - MULTI-AGENCY TRAINING AND EXERCISING**

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 maintaining records of trained / exercised personnel and emergency plans.	
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>• Contact details such as telephone numbers and e-mail addresses</li> <li>• Your role</li> <li>• Agency</li> <li>• Competencies</li> </ul>	
Will you collect more sensitive personal information about me?	<p>We will only 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>• Health i.e. accessibility requirements</li> </ul> <p>processing of the information is necessary for reasons of substantial public interest</p>	
How will you collect personal information about me?	We collect personal information by email, telephone, online and through face to face contact with you or, on occasion, an agreed representative appointed by you/your employer.	
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> </ul>	
	<b>Reason for processing</b>	<b>Basis</b>

<p>In what situations will you use my personal data?</p>	<p>We will use your personal data for</p> <ul style="list-style-type: none"> <li>ensuring adequate trained staff and sourcing of skilled staff to assist planning / response</li> <li>Provision of information on training / meeting needs of those attending training</li> <li>Provision of information to the competent authority / partners</li> </ul>	<p><i>Link to 2.3 above</i></p> <p>Legislation links to the Civil Contingencies Act 2004 – duty to plan for emergencies and related legislation e.g. Control of Major Accident Hazard Regulations.</p>
<p>What if I don't want to provide the Council with my personal information?</p>	<p>Unfortunately if you do not provide the information as described above we will be unable to maintain a record of staff trained, this will impact on training and exercising opportunities.</p>	
<p>Will you share my personal information with third parties?</p>	<p>It may be necessary to share your information with other third party organisations in order to undertake training courses / provide mutual aid in the event of an incident. These may include:</p> <ul style="list-style-type: none"> <li>Training organisations</li> <li>Local Resilience Forum partners</li> </ul>	
<p>Which third parties process my personal information?</p>	<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>	
<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 <a href="http://www.hartlepool.gov.uk/retention-schedules">www.hartlepool.gov.uk/retention-schedules</a>.</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"> <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>	