

PRIVACY NOTICE - RECIPIENTS OF ASSISTANCE (E.G. REST CENTRES)

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 providing assistance due to displacement in the event of a major incident.
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"> • Your name • Any dependants / groups members • Contact details such as address, telephone numbers and e-mail addresses. • Needs identified • Assistance provided
Will you collect more sensitive personal information about me?	<p>We will 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"> • ethnic origin • religion • health <p>This information is collected for reasons of public interest to provide for suitable and specific measures to safeguard the fundamental rights of the data subject.</p>
How will you collect personal information about me?	We collect personal information 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?	<p>Most commonly, we will use your personal information in the following circumstances:</p> <ul style="list-style-type: none"> • processing is necessary for compliance with a legal obligation to which the controller is subject. • processing is necessary in order to protect the vital interests of the data subject or of another natural person. • 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 for <ul style="list-style-type: none"> • Meeting your needs whilst impacted by an emergency • Aiding the accounting for evacuees / missing persons 	<i>Link to 2.3 above</i> 3, 4, 1
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	
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 respond effectively to an emergency and meet your needs. These may include: <ul style="list-style-type: none"> • Local Authorities • Voluntary Sector partners • Cleveland Police – casualty bureau • Health Agencies 	
Which third parties process my personal information?	The following third party organisations may process information about you: <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	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 .	
Your rights in connection with personal information	Under certain circumstances, by law you have the right to: <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 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. For further information on your rights please visit: www.hartlepool.gov.uk/GDPR	