

PRIVACY NOTICE - INDEPENDENT TRAVEL TRAINING

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 assessing your eligibility to the Independent Travel Training Scheme					
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"> • Name, address and date of birth • Contract details • Details of any disability or health related issue relative to us assessing your application – if required • Details of journeys you wish to make under the scheme • Details of venues you may travel to and from • Details of person making the referral 					
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"> • Your health details • Details about your disability <p>this is collected with the consent of the individual submitting the application</p>					
How will you collect personal information about me?	We collect personal information via the application to take part in the independent travel training scheme					
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> <p>the data subject has given consent to the processing of his or her personal data for one or more specific purposes.</p>					
In what situations will you use my personal data?	<table border="1"> <thead> <tr> <th>Reason for processing</th> <th>Basis</th> </tr> </thead> <tbody> <tr> <td> <p>We will use your personal data in</p> <ul style="list-style-type: none"> • Assessing your eligibility to join the Independent Travel training Scheme </td> <td rowspan="2">Consent</td> </tr> <tr> <td> <ul style="list-style-type: none"> • To develop your personal independent travel training programme </td> </tr> </tbody> </table>	Reason for processing	Basis	<p>We will use your personal data in</p> <ul style="list-style-type: none"> • Assessing your eligibility to join the Independent Travel training Scheme 	Consent	<ul style="list-style-type: none"> • To develop your personal independent travel training programme
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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 assess your eligibility to the ITT					

	Scheme
Will you share my personal information with third parties?	<ul style="list-style-type: none"> Your information will not be shared with any third parties
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>