

PRIVACY NOTICE - LOCAL WILDLIFE SITES

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 recording, monitoring and liaising with you regarding a Local Wildlife Site on your land.	
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 organisation, address, telephone numbers and email addresses • A map of the land that you own which is a Local Wildlife Site. 	
Will you collect more sensitive personal information about me?	We do not collect information categorised as sensitive for the purposes of managing local Wildlife Sites.	
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: <ul style="list-style-type: none"> • 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. 	
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"> • Carrying out statutory duties with regard to running a Local Wildlife Sites (LWS) System, including a duty to report the number of sites in favourable condition for wildlife, to Government and offering LWS management advice to site owners. 	Legal Natural Environment and Rural Communities Act 2006
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 work with you to attain favourable wildlife status for your LWS.	
Will you share my personal information with third parties?	It will not be necessary to share your information with other organisations.	

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>