

**PRIVACY NOTICE - MUSEUM COLLECTIONS**

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 answering queries, taking in loans and donations.	
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 address, telephone numbers and email addresses.</li> <li>• Details of artists</li> <li>• Details of your donations</li> <li>• Details of your loans</li> <li>• Details of your enquiries</li> </ul>	
Will you collect more sensitive personal information about me?	We do not routinely collect information categorised as sensitive. Where we are supplied with such information it will be processed only to carry out our legal obligations and in line with our data protection policy.	
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?	<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> </ul>	
In what situations will you use my personal data?	<b>Reason for processing</b>	<b>Basis</b>
	<p>We will use your personal data for</p> <ul style="list-style-type: none"> <li>• Proof of object ownership.</li> <li>• Considering your comments in relation to an enquiry.</li> </ul>	Public Interest
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 receive your donation or loan, to answer your query or to process your information as an exhibiting artist.	

Will you share my personal information with third parties?	We would only share your information by prior agreement.
Which third parties process my personal information?	No third parties will process your information without prior agreement.
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 <a href="http://www.hartlepool.gov.uk/retention-schedules">www.hartlepool.gov.uk/retention-schedules</a> .
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> <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>