

**Privacy Notice -
National Driver Offender Retraining Scheme (NDORS)**

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 administration and delivery of National Driver Offender Retraining Scheme on behalf of the Police.	
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 • Contact details such as address, telephone numbers and e-mail addresses. • Date of birth • Driver licence number • Payment details (we do not store this information) 	
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, where processing is necessary for reasons of substantial public interest. This may include:</p> <ul style="list-style-type: none"> • Health, including any medical condition, in order to ensure that your needs are, as far as possible, met in the delivery of the NDORS scheme. 	
How will you collect personal information about me?	We collect personal information by email, telephone and online.	
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 for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. 	
In what situations will you use my personal data?	Reason for processing	Basis
	<p>We will use your personal data for:</p> <ul style="list-style-type: none"> • The booking and delivery of an NDORS course 	<p>Contract Legal Road Traffic Regulation Act 1984</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 provide you with a suitable course, or we may be prevented from complying with legal obligations.</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 provide you with a course. These may include:</p> <ul style="list-style-type: none"> • Cleveland Police • Durham Constabulary • Other UK Police forces • UKROEd • Clarity Fastform - IT system provider
<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"> • Clarity Fastform – The Council's IT system provider, who host and manage the on-line booking system used by the Council. • UKROEd – National Police database which monitors/stores course referral information/status as a result of driving offences, eligible for a course. • Referring Police Authority
<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 www.hartlepool.gov.uk/retention-schedules</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"> • 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>