

PRIVACY NOTICE - SAFEGUARDING AND OFFICER TRAVEL

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 provision of the Council's Safeguarding and Officer Travel Transport provision. The information is used so that the Council can arrange transport on your behalf	
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"> • Name • Addresses that you may travel from • Addresses that you may travel to • Details of any special needs you have to ensure your journey will be carried out safely 	
Will you collect more sensitive personal information about me?	We do not collect information categorised as sensitive for the purposes providing Safeguarding and Officer Travel.	
How will you collect personal information about me?	We use personal information emailed to us via the Council's internal online 'Transport request' system	
How will the Council use the information it collects about me?	Most commonly, we will use your personal information in the following circumstances: 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 To arrange any requested travel	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 arrange transport for you	
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 provide Safeguarding and Officer Travel transport services. These may include:	

	<ul style="list-style-type: none"> • Transport operators contracted by the Council to provide transport services.
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 • Transport Operators – providing transport on behalf of the Council.
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>