

PRIVACY NOTICE FOR PLANNING POLICY

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.

<p>Why we collect your information</p>	<p>Hartlepool Borough Council will collect your personal information for the purposes of work associated with evidence base for the Local Plan. Tender briefs to appoint consultants to undertake the work involve personal details about the appointed company, its employees, hourly rates and sometimes commercially sensitive prices for their services. This is needed to make an informed decision on which tender bid is the most appropriate to appoint.</p>
<p>What information do you collect about me?</p>	<p>We will collect, store and use the following categories of personal information about you:</p> <ul style="list-style-type: none"> • Your name • Company details such as address, telephone numbers and email addresses • Bank details for payments for the work • Details of any sub-contractors who are involved in the work • The tender bid • Information provided by referees who vouch for your previous work
<p>Will you collect more sensitive personal information about me?</p>	<p>We do not collect information categorised as sensitive for the purposes of managing</p>
<p>How will you collect personal information about me?</p>	<p>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.</p>
<p>How will the Council use the information it collects about me?</p>	<p>Most commonly, we will use your personal information in the following circumstances:</p> <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. • 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"> • Contact purposes including appointment to undertake a piece of work • To contact a reference you have included on your bid • To set up payments 	<p>Legal:</p> <p>Town and Country Planning Act 1990</p> <p>Planning and Compulsory Purchase Act 2004</p> <p>Town and Country Planning (Local Planning) (England) Regulations 2012</p>
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 appoint you to undertake consultancy work to produce evidence base for the Local Plan	
Will you share my personal information with third parties?	<p>It may be necessary to share your information with other third party organisations in order to obtain references you have included within your tender bid. These may include:</p> <ul style="list-style-type: none"> • The referee you have included within your tender bid • Other council departments to help assess prices quoted • Your name and contact details may be shared with other interested third parties who may need to be involved in the piece of evidence base work being undertaken – for example, people at the Combined Authority who may feed into the work 	
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 • As in 3.1 above, organisations such as the Combined Authority may be passed information to help undertake the contract effectively. They will be asked not to share your details externally. 	
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 	

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| | <ul style="list-style-type: none">• 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 |
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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.

For further information on your rights please visit:
www.hartlepool.gov.uk/GDPR