

## PRIVACY NOTICE - SAFE PLACES SCHEME

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 being a member of the Safe Places Scheme				
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"> <li>Name of contact</li> <li>Address of premises</li> <li>Contract details of the business</li> </ul>				
Will you collect more sensitive personal information about me?	We do not collect information categorised as sensitive for the purposes of managing the Safe Places Scheme				
How will you collect personal information about me?	We collect personal information via your application to be part of the Safe Places Scheme				
How will the Council use the information it collects about me?	Most commonly, we will use your personal information in the following circumstances:  the data subject has given consent to the processing of his or her personal data for one or more specific purposes.				
In what situations will you use my personal data?	<table border="1"> <thead> <tr> <th>Reason for processing</th> <th>Basis</th> </tr> </thead> <tbody> <tr> <td>We will use your personal data in <ul style="list-style-type: none"> <li>Advertise the venues that are in the Safe Places Scheme</li> </ul> </td> <td>Consent</td> </tr> </tbody> </table>	Reason for processing	Basis	We will use your personal data in <ul style="list-style-type: none"> <li>Advertise the venues that are in the Safe Places Scheme</li> </ul>	Consent
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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 add you to the Safe Places Scheme				
Will you share my personal information with third parties?	Your information will be shared with other third parties organisations in order to promote the Safe Places Scheme  These may include: <ul style="list-style-type: none"> <li>Police and Crime Commissioners Office</li> <li>Teeswide Adult Safeguarding Adults Board</li> </ul>				
Which third parties process my personal information?	The following third party organisations may process information about you: <ul style="list-style-type: none"> <li>Northgate Public Services – The Council's IT provider Northgate may have to access the system on occasions where there is a fault</li> <li>Police and Crime Commissioners Office</li> </ul>				

	<ul style="list-style-type: none"> <li>• Teeswide Adult Safeguarding Adults Board</li> </ul>
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 <a href="http://www.hartlepool.gov.uk/retention-schedules">www.hartlepool.gov.uk/retention-schedules</a>.</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"> <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>