

**PRIVACY NOTICE - BEACH LIFEGUARD AND FIRST AID TRAINING**

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.

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| Why we collect your information   | Hartlepool Borough Council will collect your personal information for the purpose of administration for beach lifeguard and first aid training courses.  |              |
| 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</li> <li>• Address</li> <li>• Date of Birth</li> <li>• Tel No.</li> <li>• Email address</li> </ul>  |              |
| Will you collect more sensitive personal information about me?            | We do not collect information categorised as sensitive for the purposes of managing these training programmes.   |              |
| How will you collect personal information about me?                       | We collect personal information by, email, telephone and through face to face contact with yourself, or on occasion an agreed representative of you, appointed by yourself.  |              |
| How will the Council use the information it collects about me?            | Most commonly, we will use your personal information in the following circumstances: <ol style="list-style-type: none"> <li>Processing in 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</li> </ol> |              |
| In what situations will you use my personal data?                         | <b>Reason for processing</b>   | <b>Basis</b> |
|   | We will use your personal data to pass onto Award Governing Bodies so they can process the awards achieved.  | Contract     |
| 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 submit learner results to the Award Governing Bodies and award certification cannot be processed.  |              |
| 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 record candidate achievements including: <ul style="list-style-type: none"> <li>• Other council departments i.e. Training Sections</li> <li>• Award Governing Bodies</li> </ul>   |              |
| Which third parties process my personal information?                      | The following third party organisations may process information about you:   |              |

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|   | <ul style="list-style-type: none"> <li>• <b>Northgate Public Services</b> – The Council’s IT provider Northgate may have to access the system on occasions where there is a fault</li> <li>• <b>Award Governing Bodies</b> – Such as Royal Lifesaving Society and Qualsafe Awards</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> |