

PRIVACY NOTICE - TARGET HARDENING

The following information provides details on how we may collect, use and where appropriate share personal information for the administration and management of the Target Hardening Service 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 administration and management of the Target Hardening Service.
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"> Your name Contact details such as address, telephone numbers and e-mail addresses.
Will you collect more sensitive personal information about me?	We do not collect information categorised as sensitive for the purposes of this service.
How will you collect personal information about me?	We are provided with this information by the client department, as and when required.
How will the Council use the information it collects about me?	We only use your personal information to allow us to arrange to carry out this service. The service is provide by in-house staff and they are only provided with an address
In what situations will you use my personal date?	Reason for processing
	Basis
	We will use your personal data to allow us to contact you.
	Contract: To arrange appointments to carry out security installations.
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 provide this service.
Will you share my personal information with third parties?	It may be necessary to share your information with other third partied organisations in order to manage the Target Hardening Service. Examples of these organisations include: <ul style="list-style-type: none"> Other Council departments who are part of the

	<p>administration of the service.</p> <ul style="list-style-type: none"> • Other contractors who may engaged to provide a service on behalf of the Council.
Which third parties process my personal information?	<p>The following third party organisation 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 • Contractors
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>