

PRIVACY NOTICE - TEES ARCHAEOLOGY

The following information provides details on how we may collect, use and where appropriate share personal information in relation to Tees Archaeology 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 purpose of providing information to you and for consulting and advising on activities carried out by Tees Archaeology including managing the Historic Environment Record, a volunteer database, advice on planning applications and the Tees Archaeology Newsletter.
What information do you collect about me?	<p>We will collect, store and use the following categories of personal information about you:</p> <ul style="list-style-type: none"> • Your name • Contact details such as address, telephone numbers and e-mail addresses. • Personal & professional opinions. • Payment details (we do not store this information). • Details of any agent, consultant or contractor involved in the heritage aspects of a development proposal. • Details of your application where it might affect a heritage asset. • Details of any incident / accident involving you whilst you are involved in a Tees Archaeology project.
Will you collect more sensitive personal information about me?	We do not collect information categorised as sensitive for the purposes of the activities of Tees Archaeology.
How will you collect personal information about me?	We collect personal information by letter, email, telephone, online 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?	<p>Most commonly, we will use your personal information in the following circumstances:</p> <ol style="list-style-type: none"> a) 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. b) processing is necessary for compliance with a legal obligation to which the controller is subject

	c) 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?	Reason for processing	Basis
	<p>We will use your personal data in</p> <ul style="list-style-type: none"> • Advising on the heritage implications of a development proposal and managing the Historic Environment Record. • Providing information about the heritage of the area and opportunities for involvement • Identify the accident/incident in which you were involved 	<p>Legal:</p> <ul style="list-style-type: none"> • National Planning Policy Framework • Health and Safety <p>Public Interest</p> <p>Consent</p>
What if I don't want to provide the Council with my personal information?	<p>Unfortunately if you do not provide the information as described above</p> <ul style="list-style-type: none"> • we will be unable to advise on the heritage implications of your development proposal or on any comments submitted in association with an application. • we will not be able to provide the information you requested. 	
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 develop advice on your development proposals. These may include:</p> <ul style="list-style-type: none"> • other third party organisations who may also be consulted with relation to development proposals 	
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 • Other organisations – which may be consulted on applications. • Other organisations – which may be required to investigate an incident/accident. 	
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	<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 	

with personal information

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

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