

**PRIVACY NOTICE - TEES VALLEY LOCAL ACCESS FORUM**

The following information provides details on how we may collect, use and where appropriate share personal information in relation to Tees Valley Local Access Forum 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 administration and provision of Tees Valley Local Access Forum.	
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"> <li>• Your name</li> <li>• Contact details such as organisation, address, telephone numbers and email addresses</li> <li>• Where relevant; details of what your membership status is for example, Landowner, or, local authority representative.</li> <li>• Where relevant: details of your local authority employment position for example rights of way, or countryside.</li> </ul>	
Will you collect more sensitive personal information about me?	We do not collect information categorised as sensitive for the purposes of administration and provision of Tees Valley Local Access Forum	
How will you collect personal information about me?	We collect personal information by application form, 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> <ul style="list-style-type: none"> <li>• 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.</li> <li>• the data subject has given consent to the processing of his or her personal data for one or more specific purposes.</li> </ul>	
In what situations will you use my personal data?	<b>Reason for processing</b>	<b>Basis</b>
	<p>We will use your personal data in</p> <ul style="list-style-type: none"> <li>• Carrying out our statutory duties with regards to the administration and provision of Tees Valley Local Access Forum</li> </ul>	<p><b>Legal</b></p> <p>Countryside &amp; Rights of Way Act 2000,</p>
	<ul style="list-style-type: none"> <li>• Contacting you to inform you</li> </ul>	<b>Consent</b>

	of changes and opportunities in relation to access across the Tees Valley Local Access Forum area	
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 you would be unable to be part of the Tees Valley Local Access Forum	
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 administer and make provision for Tees Valley Local Access Forum. These may include: <ul style="list-style-type: none"> <li>• Other Council departments who are part of the administration of public and permissive access.</li> <li>• Central Governmental departments</li> <li>• Other Local Authorities</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>• <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>Central Government Departments</b> – DEFRA, Department for Transport</li> <li>• <b>Natural England</b></li> <li>• <b>Other Local Authorities</b> – Tees Valley Local Authorities</li> </ul>	
How long will you keep my data	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> .	
Your rights in connection with personal information	Under certain circumstances, by law you have the right to: <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>	