

PRIVACY NOTICE - CHURCH STREET TOWNSCAPE HERITAGE SCHEME

The following information provides details on how we may collect, use and where appropriate share personal information in relation to Church Street Townscape Heritage Scheme 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 the delivering the Church Street Townscape Heritage Scheme which is part funded by the Heritage Lottery Fund. This applies to the Building Grant projects and the activity projects as part of the overall scheme.
What information do you collect about me?	<p>We will collect, store and use the following categories of personal information about you:</p> <p>Building Grant projects</p> <ul style="list-style-type: none"> • Your name • Contact details such as address, telephone numbers and e-mail addresses. • Details of your agent • Details of your application and other proposals for your building. • Personal & professional opinions • Payment details (we do not store this information) <p>Activity Programme</p> <ul style="list-style-type: none"> • Your name • Contact details such as address, telephone numbers and e-mail addresses. • Personal & professional opinions • Information on age • Employment status • Payment details (we do not store this information)
Will you collect more sensitive personal information about me?	We do not collect information categorised as sensitive for the purposes of managing the Townscape Heritage Scheme.
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. For the Building Grants information is collated through an application form.
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 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.

	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"> • Compiling monitoring data required by the project funders. • Contacting owners of heritage assets to discuss works and grant opportunities. 	<p>Public Interest</p> <p>Contract</p> <p>Consent</p>
What if I don't want to provide the Council with my personal information?	<p>Building Grants Unfortunately if you do not provide the information as described above we will be unable to contact you and offer you advice and guidance on works to heritage assets, grant information and you will be unable to receive grant funding from the Townscape Heritage Project.</p> <p>Activity Programme Unfortunately if you do not provide the information as described above we will be unable to contact you and inform you of details of the activities and events being delivered as part of the Townscape Heritage Project. You will also be unable to volunteer as part of the Townscape Heritage Project.</p>	
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 manage the Townscape Heritage Project. These may include:</p> <ul style="list-style-type: none"> • Other Council departments who are part of the administration of heritage assets. • Heritage Lottery Fund • Project Funders – for the Activity Programme Only 	
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. 	
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>
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