

The following information provides details on how Hartlepool Borough Council's Public Protection Service may collect, use, and, where appropriate, share personal information for the administration, management and enforcement of the regimes that are the responsibility of the Public Protection Service in accordance with the General Data Protection Regulations (GDPR). It should be read in conjunction with the Council's privacy notice document.

Privacy Notice for	Public Protection Services
Why we collect your information	We will collect your personal data to assist in the administration, consideration, management, investigation and enforcement of public protection services in Hartlepool.
2.1 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 • Your nationality • Date of birth • Personal & Professional opinions • Contact details such as address, telephone numbers and e-mail addresses. • Payment details • Inspection records and communications about your business • Any complaints made about you • Other information such as details of any vehicle you may own that is being used as part of your business and who you are insured with.
2.1 Will you collect more sensitive personal information about me?	<p>Dependant on the nature of your contact we may ask for, and keep, information about your health.</p> <p>We may also ask for, and keep, information about your criminal history (this information will only be retained until a decision has been made about your licence).</p>
2.2 How will you collect personal information about me?	We collect personal information by letter, email, telephone, online and through face to face contact with you, or on occasion via an agreed representative nominated by you.
2.3 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> <p>(a) To process an application for a licence, registration, permit, approval or authorisation</p> <p>(b) To investigate a complaint, accident , incident</p>

	<p>and/or to undertake enforcement action</p> <p>(c) To facilitate the consideration of whether a licence, permit, approval or other authorisation should be suspended or revoked</p> <p>(d) To provide a service</p> <p>(e) To consider your comments in relation to an application</p> <p>(f) To carry out inspections and take enforcement action</p> <p>(g) To carry out investigations and take enforcement action</p>	
2.4 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"> Assessing whether a licence, permit, approval or other authorisation should be granted, refused, suspended or revoked 	<p>Necessary for compliance with legal obligation</p> <p>Public Interest</p>
	<ul style="list-style-type: none"> Carrying out investigations 	<p>Public Interest</p> <p>Necessary for compliance with legal obligation</p>
	<ul style="list-style-type: none"> Providing information to the Judicial system as part of any formal legal action Provide you with a service 	<p>Public Interest</p> <p>Necessary for compliance with legal obligation</p> <p>Public Interest</p> <p>Necessary for compliance with legal obligations</p>
2.5 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 we would not be able to process your application, investigate a complaint made by you or provide you with a service..</p>	
3.1 Will you share my personal information	<p>It may be necessary to share your information with other third party organisations in order to undertake a full</p>	

<p>with third parties?</p>	<p>assessment of either a licence application or to undertake an investigation or provide a service. These may include:</p> <ul style="list-style-type: none"> • Other Council departments • Interested parties in relation to licence representations • Partner organisations who may be able to provide information that is relevant to the matter that we are considering/investigating <p>You should be aware that if you do make any comments on an application or an appeal, your name, address and comments will be available for public inspection on the internet and at Council offices. Signatures, personal e-mail addresses/telephone numbers will not be displayed.</p>
<p>3.2 Which third parties process my personal information?</p>	<p>The following third party organisations may process information about you:</p> <ul style="list-style-type: none"> • The Police • Other Local Authorities • Government departments such as the Border Agency HSE, FSA, EA, APHA, CQC, MHCLG or HMRC. • Contractors and partners who undertake work on our behalf