



PRIVACY NOTICE – TEES VALLEY PATHWAYS & ROUTEWAYS PROGRAMME

The following information provides details on how we may collect, use and where appropriate share personal information for the administration and management of the towns allotments in accordance with the General Data Protection Regulations (GDPR). It should be read in conjunction with the Council's privacy notice document.

<p>Why we collect your information</p>	<p>Hartlepool Borough Council and the Tees Valley Pathways & Routeways Consortium as data processor will collect your personal information for the administration, management, delivery and evaluation of the programme.</p> <p>The Department for Work and Pensions (DWP) is the data controller. Where DWP uses contractors to deliver services then they are acting as DWP's data processor, and DWP and our processors share responsibility for how your data is handled.</p>
<p>What information do you collect about me?</p>	<p>The types of data that will be processed include:</p> <ul style="list-style-type: none"> • Personal Details such as Name, Address, Telephone Number and Date of Birth; • Family, Lifestyle and Social Circumstances; • Employment and Educational Attainment, and; • Education and Training Details.
<p>Will you collect more sensitive personal information about me?</p>	<p>We also collect and process information categorised as sensitive in connection with the Tees Valley Pathways & Routeways Programmes. This may include:</p> <ul style="list-style-type: none"> • Racial or Ethnic Origin • Physical or Mental Health Details • Criminal History
<p>How will you collect personal information about me?</p>	<p>We collect personal information by various means including letter, email, written documentation, telephone, online and through face to face contact with you for the Tees Valley Pathways & Routeways Programmes.</p>
<p>How will the Council use the information it collects about me?</p>	<p>We process personal data because we are required to by law, because it is the function of DWP to do so, or because it is in the public interest. Where this is the case we do not need your consent. This processing is necessary for the purposes of carrying out the obligations and exercising specific rights of DWP as the data controller. You can view the DWP personal information charter (or privacy policy) which contains the standards you can expect, how and why we use your personal information, and your rights and responsibilities which applies to European Social Fund (ESF) personal data through the link below:</p> <p>https://www.gov.uk/government/organisations/department-for-work-pensions/about/personal-information-charter</p>

The Tees Valley Pathways & Routeways Programmes are part-funded by the European Social Fund and supported under the Youth Employment Initiative.

	The information you provide will be shared with the DWP and used to evaluate this project and to report to the Tees Valley Pathways & Routeways Programme and ESF for monitoring purposes, in line with European Commission regulatory requirements.	
In what situations will you use my personal data?	Reason for processing	Basis
	For personal information, the condition that applies to processing done by DWP is that it is necessary for “a function of a government department”	Legal: Article 6(1)(e) of the GDPR
	For sensitive personal information, such as information about health, processing by DWP meets the condition that it is “necessary for the purposes of ... employment, social security and social protection”.	Legal: Article 9(2)(b) of the GDPR
What if I don't want to provide the Council with my personal information?	If you do not provide the information as described above you will be unable to participate in the Tees Valley Pathways & Routeways Programmes.	
Will you share my personal information with third parties?	<p>It may be necessary to share your information with other third parties organisations in order to manage, administer and evaluate the Tees Valley Pathways & Routeways Programmes. There are a number of Delivery Partners within the Tees Valley Pathways & Routeways Consortium and your information may be shared amongst these organisations for the purposes of delivering the programme. These partners are:</p> <ul style="list-style-type: none"> • Department for Works & Pensions • Hartlepool Borough Council • Catcote Academy • Centrepoint • ITEC North East • Darlington Citizens Advice Bureau • Five Lamps • Future Regeneration of Grangetown • Groundwork NE & Cumbria • Middlesbrough College • Starfish Health & Wellbeing • Stockton Riverside College • Tees Valley Sport • The Junction • The Prince's Trust • WM Morrison Darlington Enterprise Trust • Cleveland Fire Authority • Darlington Borough Council • Middlesbrough Council • Redcar & Cleveland Council • Stockton Borough Council • Business in the Community • Resources North East <p>We also shared limited data with ERS Research & Consultancy for the purposes of evaluating the success of the Tees Valley</p>	

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	Pathways & Routeways Programmes.
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 may have to access the system on occasions where there is a fault which will be investigated by Northgate. • Granicus – The cloud-hosted contact management solution within the Council. • Delivery Partners – They jointly deliver the Tees Valley Pathways & Routeways Programmes across the whole of the Tees Valley. • Research Organisations – Your information will be shared with research organisations working on behalf of the DWP who may contact you to discuss your involvement in the project for research purposes. Participation in research is voluntary and you will be asked to consent before taking part in any research activity you may be contacted about. To help assess the effectiveness of ESF support, the DWP may also link your personal details to official administrative records in order to monitor your employment status before your ESF support began and 6 to 12 months after you left. This information may also be shared with research organisations working on behalf of the DWP, however individuals will not be identifiable and you will not be contacted about this research. Data will not be used or shared for any commercial or marketing purposes. At all times your information will be kept securely, and nobody will have access to it that shouldn’t.
How long will you keep my data	<p>Your information will be retained until two years after the Audit Authority submits the Annual Control Report in which the final expenditure for the completed project is included and further information on data retention arrangements can be found through the ESF Document Retention Policy.</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/591617/ESF_Guidance_on_document_retention.pdf</p> <p>DWP has appointed a Data Protection Officer. The role of the Data Protection Officer is to make sure DWP is compliant with data protection laws and to act as a point of contact for data subjects. The DWP’s Data Protection Officer is Dominic Hartley. You can contact the Data Protection Officer by post at:</p> <p>DWP Data Protection Team Benton Park View 5 Mail Handling Site A Wolverhampton WV98 1ZX</p> <p>Or by email at: data.protectionofficer@dwp.gsi.gov.uk.</p>

Your rights in connection with personal information

You have various rights about how DWP uses your data. For example, you have the right to access the data that we hold about you. DWP does not charge for this. New data protection laws also provide you with:

- The right to be informed
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- The right to not be subject to automated decision-making, including profiling

If you would like to make a Right of Access Request (RAR) then you can do so verbally or in writing through the link below:

<https://www.gov.uk/government/publications/dwp-request-for-personal-information>

All personal data held by DWP or research contractors for the purposes of evaluation will be permanently deleted no more than six months after the research has been completed (i.e. when the final report is published on GOV.UK). If you do not wish your personal data to be used for ESF evaluation purposes please contact ESF.EVALUATIONS@DWP.GSI.GOV.UK and we will delete your data held for these purposes and you won't be contacted about participating in research.