

PRIVACY NOTICE – ENVIRONMENTAL ENFORCEMENT

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 will collect your personal information about you for to fulfil the following public tasks, legal obligations and statutory duties:</p> <ul style="list-style-type: none"> • Enforce against environmental crime • Liaise effectively with other council departments and partner agencies on environmental issues • Serve penalty charge notices on perpetrators who commit environmental offences • Pursue perpetrators for non-payment of these charges • Consider appeals against the serving of a penalty charge notice or other enforcement
<p>What information do you collect about me?</p>	<p>We will collect, store and use the following categories of personal information about you:</p> <ul style="list-style-type: none"> • Name, address and telephone number and vehicle registration number of individuals investigated for environmental crime issues • Name, address, telephone number and email address to liaise with other council departments and partner agencies and on issues regarding the local environment • Name, address, telephone number and email address for residents reporting issues who request feedback on the issue(s) reported • Basic details of vehicle(s) involved in environmental offences or deemed to be untaxed or abandoned – vehicle registration number, manufacture, model and colour • Evidence collected by the enforcement officer to support the serving of a fixed penalty notice or other enforcement action • Evidence presented by a person making an appeal against the serving of a fixed penalty notice or other enforcement action • Payment details • Microchip details for dogs and horses including name, address and telephone number of the animal's owner

Will you collect more sensitive personal information about me?	We do not collect information categorised as sensitive for the purposes of enforcement.	
How will you collect personal information about me?	The personal data Environmental Enforcement collects is provided either by the individual upon request, or via a third party, such as police, when investigating offences.	
How will the Council use the information it collects about me?	<p>The Council investigates incidents of environmental crime and where appropriate can take action against individuals who it is believed have committed environmental crime.</p> <p>The Council also has a duty to remove vehicles in the which are untaxed or appear to have been abandoned and remove horses which have been tethered unlawfully on public land and on private land where agreed with the landowner. In these instances the Council will use the information to contact the owner of the vehicle/animal where this is possible.</p> <p>The information we gather and process in connection with environmental crime is done so in accordance with various regulations, most commonly (but not limited to):</p> <ul style="list-style-type: none"> • Anti-Social Behaviour Act 2003 • Anti-Social Behaviour, Crime and Policing Act 2014 • Clean Neighbourhoods and Environment Act 2005 • Control of Pollution Amendment Act 1989 • Control of Horses Act 2015 • Environment Act 1995 • Environmental Protection Act 1990 • General Data Protection Regulations 2018 • Highways Act 1980 • Refuse Disposal (Amenity) Act 1978 • Town and Country Planning Act 1990 <p>Any personal information we collected in connection with environmental crime will be used where the processing is necessary for us to comply with the law.</p>	
In what situations will you use my personal data?	Reason for processing	Basis
	<ul style="list-style-type: none"> • Pursue payment of charges imposed by a penalty charge notice • Consider any appeal submitted against the serving of that penalty charge notice • Convey the outcome of any appeal to the registered vehicle owner/keepers or person making an appeal, as quickly as possible. • Take enforcement actions against individuals believed 	Legal

	to have committed an environmental crime.	
What if I don't want to provide the Council with my personal information?	The Council will collect your information as necessary in accordance with its legal obligations in regards to enforcement matters.	
Will you share my personal information with third parties?	<p>It may be necessary to share your information with other third parties organisations in the operation of the Council's enforcement activities. Examples of these organisations include:</p> <ul style="list-style-type: none"> • Departments of Hartlepool Borough Council • Cleveland Police • Cleveland Fire Brigade • Vehicle and Operator Services Agency (VOSA) • Contractors operating on behalf of the Council in connection with enforcement matters. <p>These organisations may also process information, in the course of handling enforcement issues.</p>	
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>	