

**PRIVACY NOTICE - BUILT HERITAGE**

The following information provides details on how we may collect, use and where appropriate share personal information in relation to built heritage, that is listed buildings, locally listed buildings and conservation areas, 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 management of matters relating to built heritage such as providing advice on works to buildings, monitoring buildings at risk, administering grant schemes and running the Conservation Area Advisory Committee.
What information do you collect about me?	We will collect, store and use the following categories of personal information about you: <ul style="list-style-type: none"> <li>• Your name</li> <li>• Contact details such as address, telephone numbers and e-mail addresses.</li> <li>• Personal &amp; professional opinions</li> <li>• Payment details (we do not store this information).</li> <li>• Details of your agent</li> <li>• Details of your application and other proposals for your building.</li> </ul>
Will you collect more sensitive personal information about me?	We do not collect information categorised as sensitive for the purposes of managing heritage assets.
How will you collect personal information about me?	We collect personal information by letter, email, telephone, 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?	Most commonly, we will use your personal information in the following circumstances: <ol style="list-style-type: none"> <li>a) where 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>b) the data subject has given consent to the processing of his or her personal data for one or more specific purposes.</li> </ol>
In what situations will you use my personal data?	<b>Reason for processing</b>
	We will use your personal data in <ul style="list-style-type: none"> <li>• Providing advice and guidance on works to listed buildings, locally listed buildings and buildings in conservation areas directly to</li> </ul>
	<b>Basis</b>
	<b>Legal:</b> <ul style="list-style-type: none"> <li>• Planning (Listed Buildings and Conservation Areas) Act 1990</li> </ul>

	<p>parties with an interest in the subject or as part of the planning process.</p> <ul style="list-style-type: none"> <li>• Compiling a list of heritage assets considered to be 'at risk' where necessary to monitor the condition of heritage assets.</li> <li>• Contacting owners of properties to discuss grant opportunities.</li> <li>• Contacting the members of the Conservation Area Advisory Committee to provide information on meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• National Planning Policy Framework</li> </ul> <p><b>Consent</b></p>
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 will be unable to contact you and offer you advice and guidance on works to heritage assets, comment on works as part of the planning process, be subject to the offer of grant assistance and you will not be able to be a part of the Conservation Area Advisory Committee.</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 heritage assets These may include:</p> <ul style="list-style-type: none"> <li>• Other Council departments who are part of the administration of heritage assets.</li> </ul>	
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"> <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>Historic England</b> – The public body which protects and manages the historic environment.</li> </ul>	
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 <a href="http://www.hartlepool.gov.uk/retention-schedules">www.hartlepool.gov.uk/retention-schedules</a>.</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"> <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> </ul>	

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|  | <ul style="list-style-type: none"><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> |
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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.

For further information on your rights please visit:

[www.hartlepool.gov.uk/GDPR](http://www.hartlepool.gov.uk/GDPR)