

PRIVACY NOTICE FOR BUSINESS ENQUIRIES

The following information provides details on how we may collect, use and where appropriate share personal information in relation to planning 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 assisting you or your business to access support from Hartlepool Council and external support organisations.				
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, business name • Contact details such as address, telephone numbers and e-mail addresses. • Details of your personal and business financial information. • Details of HMRC registrations • Details of Companies House registrations • Details of your accountant, bank and financial advisor 				
Will you collect more sensitive personal information about me?	We do not collect information categorised as sensitive for the purposes of providing business advice and assistance.				
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, an agreed representative appointed by you.				
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> <ul style="list-style-type: none"> • 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?	<table border="1"> <thead> <tr> <th>Reason for processing</th> <th>Basis</th> </tr> </thead> <tbody> <tr> <td> <p>We will use your personal data to</p> <ul style="list-style-type: none"> • Assess eligibility for business advice and support </td> <td>To enable a decision to be made for providing support.</td> </tr> </tbody> </table>	Reason for processing	Basis	<p>We will use your personal data to</p> <ul style="list-style-type: none"> • Assess eligibility for business advice and support 	To enable a decision to be made for providing support.
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<p>What if I don't want to provide the Council with my personal information?</p>	<p>Unfortunately if you do not provide the information as described above we will be unable to assist you with providing or accessing business support and advice.</p>
<p>Will you share my personal information with third parties?</p>	<p>It may be necessary to share your information with other third party organisations in order to determine eligibility for business support and advice.</p>
<p>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"> • Northgate Public Services – The Council's IT provider Northgate may have to access the system on occasions where there is a fault • Government funded organisations that provide business support and advice. • Private organisations that provide business support and advice.
<p>How long will you keep my data</p>	<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>
<p>Your rights in connection with personal information</p>	<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>