

PRIVACY NOTICE – VEHICLE TESTING & HIRE

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 arranging and undertaking test to vehicles including MOT and taxi tests as well for the hire of vehicles	
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"> • Name • Address • Contact Number • Vehicle Registration 	
Will you collect more sensitive personal information about me?	We do not collect information categorised as sensitive for the purposes of managing the provision of vehicle testing and vehicle hire.	
How will you collect personal information about me?	We collect personal information by email, telephone and 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?	Most commonly, we will use your personal information in the following circumstances: <ul style="list-style-type: none"> • 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 	
In what situations will you use my personal data?	Reason for processing	Basis
	We will use your personal data for <ul style="list-style-type: none"> • MOT testing of vehicles • ATF bookings • Taxi inspections • Staff Vehicle Hire 	Public interest
What if I don't want to provide the Council with my personal information?	<p>Vehicle Inspection and testing: Unfortunately if you do provide the information as described above we will be unable to take your booking</p> <p>Vehicle Hire: We may still be able to process the hire of a vehicle, but it may be compromised if we require some of the personal information</p>	

	to make contact
Will you share my personal information with third parties?	<p>Vehicle Inspection and testing:</p> <p>No personal information will be shared with third parties which we collect in relation to vehicle inspection and testing. We may be require to send your information to a hire company in relation to the hire of a vehicle.</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 • Vehicle Hire Companies
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>