

Privacy Notice for Garden Community Project

Data Controller:

Hart District Council (HDC) is the body exercising control over the purpose for which and the manner in which your personal data is processed.

Data Controller's contact details:

Data Protection Officer: data.protection@hart.gov.uk or calling 01252 622122 and asking to speak to the Data Protection Officer.

The purposes of processing data:

HDC's Garden Community Team is a non-statutory function which has been established to investigate the opportunity for a new Garden Community within Hart. This is achieved, in part, by engaging with residents, businesses and stakeholders to understand their needs/aspirations for a new Garden Community.

Updates/Newsletters

The website will encourage residents, businesses and stakeholders to sign up to updates (including newsletters) which is sent using Mailchimp. Your email address may also be used to contact you about Garden Community related activities. Your email address will not be shared with anyone else, and anyone can unsubscribe at any time. You can unsubscribe at any time by emailing garden.community@hart.gov.uk.

Consultation Feedback

Should you provide the Garden Community Team with personal data (for example names, email address, address, telephone number, IP address, cookies and consultation responses) relating to you and/or your organisation or business, the personal data provided by you will be used for the following:

- To help HDC better understand the requirements for a new community, we may conduct consultations and analyse the information you provide to the Garden Community Team;
- Feedback from you, your organisation or business may be shared with the members of the Stakeholders/Landowners Forums or other key stakeholders to investigate the needs/aspirations for a new Garden Community.

Legal basis for processing data:

We will always ask your consent to share your personal information unless we have a legal duty or power to provide it without your consent, for example as part of the National Fraud Initiative.

The Garden Community Team is able to process relevant personal information. This is because:

- the data subject has given consent to the processing of his or her personal data to receive updates (including newsletters), to be contacted about Garden Community related activities, to help HDC better understand the requirements for a new community by way of consultations and feedback.
- processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are

overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data.

The source of the personal data:

For the purposes of Garden Community activities, personal data will be sourced through a variety of means including face to face contact, web forms, emails, phone calls, networking, Stakeholder/Landowner Forums and receiving business cards.

Recipients and categories of recipients of the personal data:

Recipients are HDC staff involved in the administration and management of the Garden Community Team. SurveyMonkey (an online survey platform) is used in the on-line survey. Mailchimp (an online email marketing service) is used for the updates. It may also be shared with the Council's technology suppliers, for example our hosting provider (DigitalDinos and Capita), and Chelgate Limited (a public relations consultancy contracted for that purpose by the Council).

Feedback from you, your organisation/business may be shared with the members of the Stakeholders/Landowners Forums or other key stakeholders to investigate the needs/aspirations for a new Garden Community.

We welcome feedback to the Garden Community Team via gardencommunity@hart.gov.uk. We do not plan on collecting any personal data (beyond for example names, email address, address, telephone number, IP address, cookies and consultation responses), however, if we receive any other personal information and think it is in your best interest, we may send your information onto other departments in the Council and Councillors.

For further details on how your information is used, how we maintain the security of your information and your rights, including how to access information we hold on you and how to complain if you have any concerns about how your personal details are processed, please visit www.hart.gov.uk/privacy.

Further information on onward transfers:

HDC will not transfer the personal data you have provided outside of the UK or European Union without additional safeguards,

How long the personal data will be kept for:

The personal data you have supplied will be destroyed 2 years after the Garden Community Team first collected the data. All emails will be deleted within 6 months of receipt (then placed for a further 6 months in an accessible archive before finally being deleted).

Statutory Obligations to provide the personal data:

There is no statutory obligation on you to provide any personal data about you, however, if you do not you will be unable to receive updates on the Garden Community project and we'll be unable to contact you about Garden Community related activities.

Automated Decision Making:

The personal data provided by you will not be used for any automated decisions.

Will the personal data be processed for a different purpose?

No.

If you have any worries or questions about how your personal information is handled please contact our Data Protection Officer by emailing data.protection@hart.gov.uk or calling 01252 622122 and asking to speak to the Data Protection Officer.

If you are dissatisfied with how your personal data is processed by HDC then you have the right to complain to the Information Commissioner who can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow SK9 5AF.