

Hertfordshire County Council Rights of Way, Commons and Town and Village Greens

Handling of Personal Information

Under the Data Protection Act 2018, Hertfordshire County Council (HCC) has a duty to inform you about how your personal data will be handled. For the purposes of data protection, HCC is the Data Controller. It may use an Agent to undertake certain obligations on its behalf. If so, the Agent will be the Data Processor. Information provided by you will be retained by HCC for the purposes of undertaking its statutory obligations in accordance with the Wildlife and Countryside Act 1981, the Highways Act 1980, the Town and Country Planning Act 1990 or the Commons Act 2006. It will be retained until the case file is closed.

It may be necessary for HCC to disclose information received from you to others, which may include other local authorities, the Planning Inspectorate and other government departments, public bodies, other organisations, landowners and members of the public. Applications may be made publicly available on HCC's website. If the application proceeds to a hearing or public inquiry your information may be made available to the hearing or inquiry.

You have the following rights in relation to this data:

- You have the right to be informed about what information we hold about you and how we use it.
- You have the right to request copies of any information the Council holds about you by making a subject access request.
- If information we hold about you is factually inaccurate you have the right to have it corrected.
- You have the right to object to the way we are using your data.
- You have the right to request that your data is deleted. However we may be unable to delete your data if there is a need for us to keep it. In this case you will receive an explanation of why we need to keep the data.
- You can also request that we stop using your data while we consider a request to have it corrected or deleted. There may be some circumstances in which we are unable to do this however we will provide an explanation if this is the case.
- In certain circumstances you may also request data we hold about you in a format that allows it to be transferred to another organisation.

If you would like to request copies of your data, request that your data is deleted or have any other queries in relation to data which the Council holds about you please contact the Data Protection Team.

Hertfordshire County Council Data Protection Team, County Hall Pegs Lane Hertford SG138DQ. Tel: 01992 588099. Email: data.protection@hertfordshire.gov.uk

You can also contact our Data Protection Officer at data.protection.officer@hertfordshire.gov.uk or in writing to the address above.

If you are unhappy with the way that Hertfordshire County Council has used your data or with the way we have responded to a request you also have the right to contact the Information Commissioner's Office www.ico.org.uk