

Privacy Notice for School Swimming Service/Sold Services to Schools



Nottingham City Council
Information Compliance

Service Area: School Swimming
Directorate: People
PN-360

02/2024

The **School Swimming Service** are part of Nottingham City Council, who are the data controllers for the personal data (or personal information) that we process about you (the pupil c/o the school teacher/headteacher). When we process personal information relating to you the pupil, we will only do so when it is necessary and where we have a lawful reason to do so. We will use the information provided by you for a number of reasons, depending on the service or reasons for interacting with you. This includes:

- **operating swimming lessons, gala competitions, water wise/Safety, to ensure that pupil data is accurately recorded in line with the Department for Education expected learning outcomes and risk assessment of inclusive activity for additional requirements or special educational needs.**

When we process individual pupil personal information, we will comply with data protection legislation and enable you to exercise your rights contained within the legislation.

What personal information will the Council process?

The information that we collect about pupils to fulfil the purposes, objectives, or to deliver the services outlined above is:

- **Pupil Full Name, Year group and School attended**

The information we process about pupils includes the following special categories of personal data:

- **Pupil medical alert information in accordance to the Safety in Swimming Pools Guidance document.**

Lawful basis for processing

The basis under which we use pupil personal information for these purposes is that this is that it is necessary for the performance of a task carried out in the public interest by the Council or in the exercise of official authority vested in the Council. This is a result of the powers or duties contained in the Health and Safety at Work Act 1974, the Children Act 1989, and the Safety Executive Guidance '*Health and Safety in Swimming Pools HSG 179*'.

The condition under which we process pupil special categories of personal data is vital interests, in accordance with the provisions of the UK General Data Protection Regulation and the Data Protection Act 2018.

Will my information be shared with other organisations or used for other purposes?

The Council will only share your personal information with other departments within the Council, and with other organisations when it is necessary to provide the services to you, and when we have a lawful reason to do so. The Council may also share your information when we are obliged to by law.

In relation to this service, the Council may share Pupil personal information with:

- **Swimming Teachers, Instructors, and supervisors**
- **Transport Operators**

The information may also be used for the purpose of any other function carried out by the Council. This may include sharing your information across the Council, or with external organisations. Information about these functions and the legal basis on which information is used for them can be found at <http://www.nottinghamcity.gov.uk/privacy-statement/>

The information will only be used for another purpose where it is lawful to do so.

Do I have to provide the information?

You **are** not obliged by statute or contract to provide the information that is specified here. However, if we were not able to process this personal data **omission to the pools may not be granted on the grounds of Health and Safety**.

How long will the Council retain the data for?

The information that you have provided will be kept **for the duration of primary school education of six years**.

The Council publish an Information Asset Register (IAR), this will outline the retention periods for the personal data we process. You can find this IAR on our website <https://geoserver.nottinghamcity.gov.uk/information-asset-register/>

Information Rights

The UK General Data Protection Regulation provides for the following rights as prescribed by the legislation:

- A right to request a copy of your information
- A right to request rectification of inaccurate personal data
- A right to request erasure of your data known as ‘the right to be forgotten’
- A right to in certain circumstances to request restriction of processing
- A right in certain circumstances to request portability of your data to another provider
- A right to object to processing of data in certain circumstances
- A right regarding automated decision-making including profiling

However, Nottingham City Council can restrict the above rights in certain circumstances for example to avoid obstructing an investigation, avoid prejudicing the prevention, detection, investigation or prosecution of criminal penalties or to protect the rights and freedoms of others.

Data Protection Officer

The Data Protection Officer is Naomi Matthews. You can contact the data protection officer at:

Loxley House,
Station Street,
Nottingham,
NG2 3NG

or at data.protectionofficer@nottinghamcity.gov.uk .

Information Commissioner’s Office

The Information Commissioner’s Office (ICO) website provides guidance on data protection and privacy matters, you can visit the website at www.ico.org.uk. You also have the right to complain to the ICO if you consider that the Council have processed your personal data incorrectly or that we have breached our obligations to you. You can contact the ICO at:

Wycliffe House,
Water Lane
Wilmslow,
Cheshire
SK95AF

www.ico.org.uk

Further Information

For more information about these rights please refer to our detailed privacy statement at <https://www.nottinghamcity.gov.uk/privacy-statement> .