

**Team: Community Centres**

**Service Area: Community partnerships  
Directorate: Community Protection  
PN-174**

**10/2020**

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The **Community Centres Team** are part of Nottingham City Council, who are the data controllers for the personal data that we process about you. When we process personal data relating to you, 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 reason for interacting with you. It may be:

- If you hire space or rooms at the centre; to facilitate this and complete these contracts and bookings;
- To enable us to manage and run the centres safely and effectively by processing the contact information of volunteers and visitors (to manage the centres, to ensure the safety and security of the building, to facilitate any necessary repairs and maintenance and to safeguard all individuals who use the building); or
- To inform Community Association members & volunteers of upcoming events and information relating to community centres via newsletters.

### Lawful basis for processing

The lawful basis for the Council processing your data is because it is:

- Necessary for the performance of a contract – This will be the case when you hire space or in the cases of community events because there is a contractual relationship in place.
- 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 will be the case when we process volunteer information to enable us to manage the centres.
- Based on consent – This will be the case when we send newsletters to you informing you of events. You can withdraw consent at any time by informing us.

The legislation that contains the powers and functions that require us to process your personal data can be found here <http://documents.nottinghamcity.gov.uk/download/5939>

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

## CCTV

If you come to visit the community centres you may also be captured on the CCTV. Separate signage is placed outside the building to provide further information about this CCTV. The data you provide will only be used in connection with matters relating to the community centre building; the activities undertaken on the premises; or to the Community Association which manages the centre.

We process images on CCTV to enable the Council manage the Centres in a safe and effective way, specifically CCTV allows for us to:

- For the prevention and detection of crime and anti-social behaviour
- Provide evidence to enable the defence of legal and insurance claims, should they arise.
- Public safety,
- To Facilitate the apprehension or prosecution of offenders,
- To protect Council buildings, staff, land and other public buildings,
- Operational performance and management which may include staff disciplinary, grievance, formal complaints,
- Reducing violent or aggressive behaviour towards staff,
- To assist with Health and safety matters,

The basis under which the Council uses personal data for the CCTV is that this 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.**

CCTV may record images that may reveal or concern information about you that is regarded as 'special category' data. These particular instances can occur when images are recorded that indicate that you may have a particular disability, political opinion or reveal your race or ethnicity, for example.

The Council do not collect this information for any specific purpose and it is captured incidentally. However, it may be processed further in cases where it is relevant for the purposes of preventing or detecting crime (for example, in the case of a hate crime).

The lawful basis for the Council recording special category information is for **reasons of substantial public interest.**

### CCTV recorded for the use of Criminal Investigations

The basis under which the Council uses personal data for this purpose is that this is necessary for law enforcement purposes.

Part 3 of the Data protection Act 2018 applies to processing personal data for 'law enforcement purposes'. When processing personal data for 'law enforcement purposes', the Council are acting as a 'Competent Authority' and have law enforcement powers given to us within statute.

It covers processing for the prevention, investigation, detection or prosecution of criminal offences, or the execution of criminal penalties, including the safeguarding against and the prevention of threats to public security.

In practice, the lawful basis would either be necessary for the performance of a task carried out for law enforcement purposes by Nottingham city council, or based on consent. There may be

circumstances where we obtain consent from the individual whose data we are processing, although this will only be appropriate in certain circumstances in the context of law enforcement.

### Do you need to provide the information?

By attending at the community centre you are likely to be recorded by the CCTV.

### How long will NCC retain the data for?

Details of how long we retain your personal data can be found on our Information Asset Register. You can view this here: <https://geoserver.nottinghamcity.gov.uk/information-asset-register/>

### Can the information be used for any other purpose?

The information provided by you may also be used for the purpose of any other function carried out by the Council. 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.

The 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

The Data Protection Act 2018 part 3 also provides the following rights:

- 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 not to be subject automated decision making

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](mailto: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](http://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](http://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> .