

Nottingham City Council Privacy Notice

Nottingham City Council (and our subcontractors) will only use the information provided by you for Adult Education for the purpose of fulfilling the Education & Skills Funding Agency (ESFA) contract. In order to secure the funding we have to submit data reports to the ESFA about our courses and the learners who have attended these courses. We need to ensure all our records are completed accurately and need learners to provide us with information that the ESFA require about our learners. Failure to provide this information may affect our funding. The basis under which the Council uses personal data for this purpose 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.

Information you provide may include several categories of special personal data, for example ethnic origin, health and learning disability. Nottingham City Council (and our subcontractors) use information in these categories on the basis that such use is necessary for reasons of substantial public interest, and in accordance with the provisions of the Data Protection Act 2018 and the Apprenticeships, Skills Children and Learning Act 2009. The information learners provide to Nottingham City Council is treated as confidential and will be stored securely.

Information you provide may be shared with other agencies for a variety of reasons. For example, to inform you of any changes to the course, to check our provision is meeting your requirements, or to obtain information required by our funders to carry out surveys to assess the impact of our courses.

In order for Nottingham City Council to deliver our ESFA contracts effectively, we do need to record certain information. We will keep the information that provide until it is no longer needed, depending on your involvement this can be up to 25 years after we have finished working with you.

The Data Controller for the purposes is Nottingham City Council, Loxley House, Station Street, Nottingham NG2 3NG.

The Data Protection Officer is Naomi Matthews. You can contact the data protection officer at the above address or at data.protectionofficer@nottinghamcity.gov.uk. The new data protection law known as 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

Please note that if you are unhappy with a decision regarding the handling of your data you have the right to complain to the Information Commissioner’s Office at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. See also the Information Commissioners website at <https://ico.org.uk/your-data-matters/> .

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