

**Service Area: Libraries
Directorate: Resident Services
PN-213**

12/2021

The Business & IP Centre Nottinghamshire are part of Nottingham City Council, who are the data controllers for the personal data (or personal information) that we process about you. When we process personal information 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 reasons for interacting with you. This includes:

- Sending you a monthly e-newsletter with details of our business support offer, including events such as workshops and one-to-ones which may be of interest
- Booking you in to attend one of our events
- Administering your booking (for example, to update you if an event changes)
- Providing the British Library with feedback on any events you attend

When we process your 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 you to fulfil the purposes, objectives, or to deliver the services outlined above relates to your:

- Name, Business Name and contact details, including email addresses and telephone number, postcode, age, gender identity employment status, intentions regarding future business plans, and potentially whether referred to BIPC by work coach (indicates receipt of Universal Credit)

The information provided by you may include the following ‘special categories of personal data’:

- Race or Ethnic origin, Physical or mental health (relating to any disability you may have, and Sexual life (relating to your sexual orientation)

Lawful basis for processing

The basis under which we use your personal information for these purposes 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.

The condition under which we process 'special categories of personal data' is that such use is necessary for reasons of substantial public interest / or highlight any other appropriate condition under article 9(2) UK GDPR and Schedule 1 DPA 2018 and 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 providing this service, the Council will share your personal information with the British Library and providers of events, for example IP clinic providers

The British Library's Privacy Notice for BIPC can be found here: [Transparency notice Business and IP Centre - The British Library \(bl.uk\)](#)

The information provided by you 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 to provide some of the information that is specified here. However, if you do not provide your information, we may not be able to provide you with a service, including inviting you to events and opportunities. We also may not be able to fulfil our obligations to the British Library.

How long will the Council retain the data for?

The information that you have provided on our feedback forms will be kept by the Council for 2 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>.