

# Privacy Notice for Employee Commuting and Working From Home Survey



**Nottingham City Council  
Information Compliance**

**Service Area: Carbon Reduction Projects and Policy  
Directorate: Growth and City Development  
PN-258**

**September 2024**

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The **Carbon Neutral Policy Team** 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:

- Collect information needed to update calculations and report on Nottingham City Council's emissions footprint for financial year 2023/24;
- To inform development of actions to help further reduce these emissions.

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 will relate to your: (this may include all, or some of the following, depending on the service).

- Service area
- Home postcode
- Questions travel to work habits

- Questions working from home habits
- Gender
- Age bracket
- Whether a disability – Yes/No only

The information we process about you may include the following ‘special categories of personal data’:

- Physical or mental health (indication of disability only)
- Sex life or sexual orientation (gender only)

### **Lawful basis for processing**

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

**You can withdraw your consent for us processing your personal data, you can do this by contacting [climatechange@nottinghamcity.gov.uk](mailto:climatechange@nottinghamcity.gov.uk). Details that have already been provided may be required to identify your record within the survey responses.**

The condition under which we process ‘special categories of personal data’ is that such use is **Explicit Consent** 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 this service, the Council may share your personal information with:

- **Microsoft (Forms)**

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.

### **How long will the Council retain the data for?**

The information that you have provided will be kept for 3 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](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> .