

**Service Area: Public Realm**  
**Directorate: Commercial and Operations**  
**PN- 143**

**03/24**

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The Tree services 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 reasons for interacting with you. This includes:

- Using the information provided by you to investigate tree related enquiries.
- Using the information to create a work order for carrying out tree pruning and felling works. Your details may be passed to a contractor to carry out this work.
- Using the information for tree planting schemes.
- Consulting with you on the proposed tree removals on residential and other streets within Nottingham.

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

#### Lawful basis for processing

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.

- Part V111 of the Town and Country Planning Act 1990 as amended
- Town and Country planning (Tree Preservation) (England) Regulations 2012
- Planning Act 2008
- Localism Act 2011
- The Environmental Protection Act 1990
- The Supply of Goods and Services Act 1982
- The Local Government (Miscellaneous Provisions) Act 1976 and 1982
- The Highways Act 1980
- Environment Act 2021

Do you need to provide the information?

You are not obliged by statute to provide some of the information that is specified here.

How long will NCC retain the data for?

The information that you have provided will be kept for 6 years.

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

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> .