

### Community Protection Licensing Community Protection Commercial and Operations

**Date: 8/11/2018**

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We will use the information provided by you for processing driver and vehicle licences. 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. The information provided by you includes the following special categories of personal data which ethnicity, right to work documentary evidence and medical details. We will also process criminal data which is treated in a similar way to special category data. Information in these categories is used by the Council on the basis that such use is necessary for reasons of substantial public interest, and in accordance with the provisions of the General Data Protection Regulation 2016 and the Data Protection Act 2018. You are not obliged by, either by statute or by contract, to provide the information that is requested here however, you will need to provide this information if you wish to apply for a driver or vehicle licence. The information that you have provided will be kept for 6 years. The Data Controller 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. The General Data Protection Regulation provides for the following rights as prescribed by the legislation. You are obliged to:

- 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 Commissioners Office at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF and also see the Information Commissioners website. For more information about these rights, please refer to our detailed privacy statement on our website <http://documents.nottinghamcity.gov.uk/download/5939> . If you do not have access to a computer and wish to have a copy of any information provided, please request details in writing to the address above.