

**Team Network Management
Service Area Traffic and Transport
Directorate Development and Growth**

05/2020

We will use the information provided by you for [Section 115E of the Highways Act 1980: The issue of an Highways Amenities Licence]. 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 ...]
[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 Data Protection Act 2018.

[You are obliged by a contract between yourself and [NCC] to provide the information that is specified here.]

[You need to provide this information if you wish to enter into a contract with [NCC] for the purpose of [issue of an Highways Amenities licence under S115E of the Highways Act 1980]

[You are not obliged, either by statute or by contract, to provide the information that is requested here.]

The information that you have provided will be kept for [At least 6] years or *The criteria used to determine the length of time that the information is kept for is [The annual renewal criteria of the application process]*

The information provided by you **will not** 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 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 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> .