

**Nottingham City Council
Information Compliance**

**Team: Market and Business Partnerships/Families Information Service
Service Area: Procurement and Commissioning/Children's Integrated
Services
Directorate: Strategy and Resources/Children and Adults**

10/2019

We will use your personal information for the purposes of providing you with customised information, advice and guidance about services for children, families, adults and children and young people with special educational needs and or a disability.

The basis under which the Council uses personal data for this purpose is that this is necessary for the performance of tasks and functions carried out in the public interest by the Council.

These tasks and functions are as follows:

1. To provide information about childcare provision, including provision of Free places for two, three and four year olds; and the extended 30 hour entitlement. We also provide information on any other services or facilities that may be of benefit to parents, prospective parents, children or young persons. Additionally we provide advice and guidance to enable children to take up a place in a state funded school reception class from the September following their fourth birthday. As defined in the Childcare acts 2006 and 2016.
2. To establish and maintain a service for providing people in its area with information and advice relating to care and support for adults and support for carers. As defined in the Care Act 2014.
3. To provide a Local Offer for Children and Young People with Special Educational Needs and or Disabilities, including provisions about special education, health and social care. As defined in the Children and Families Act 2014.

In order for us to be able to do our job and to deliver our service effectively, we need to record certain information. The information you have provided will be kept for 6 years in accordance with Nottingham City Council data retention schedule.

Information about City Council functions, the legal basis on which information is used and how long information is retained can be found at <http://www.nottinghamcity.gov.uk/privacy-statement>.

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://documents.nottinghamcity.gov.uk/download/5939>.

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>.