

# Privacy Notice for Lifeguard Training



## Nottingham City Council Information Compliance

**Service Area: Sports and Leisure**  
**Directorate: Resident Services**  
**PN - 224**

**October 2021**

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The Sports and Leisure 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:

- To provide you with the necessary National Pool Lifeguard Training (NPLQ);
- To provide our data processors, Another Level Training (ALT) with information to enable them to provide NPLQ training, and for them to:
- Maintain records of the training provided;
- Maintain records of our staff that have received the training;
- To keep training up to date;

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 relates to your:

- Name
- Date of training booked on to
- Job role
- RLSS / Lifeguard Number
- Date of Qualification expiry
- Result of examination and certification
- Relevant details of any disability of learning difficulties.

The information provided by you may include the following 'special categories of personal data':

- Physical or mental health

### **Lawful basis for processing**

The basis under which we use your personal information for these purposes is that this is:

- Necessary for the performance of a task carried out in the public interest by the Council;
- Necessary for the performance of a legal obligation to which the Council is subject (this includes the Health and Safety At Work Act 1974, and Management of Health and Safety At Work Regulations 1999; and
- Necessary for the performance of a contract. This relates to your employment contact.

The condition under which we process 'special categories of personal data' is that such use is necessary for reasons of substantial public interest; for reasons relating to employment, social security and social protection obligations; 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 will share your personal information with:

- Another Level Training – ALT are our training providers and data processors;
- Royal Life Saving Society – RLSS are informed of training outcomes and certification by ALT on our behalf.

The information provided by you 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 to provide some of the information that is specified here. However, failure to provide any information would mean that we would not be able to facilitate your place on a training course.

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

The information that you have provided will be kept for **three 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> .