Privacy Notice for Sport, Outdoor Learning, Lifeskills, Adventure and Risk Management Team

Nottingham City Council Information Compliance

Service Area: Education
Directorate: People
PN-235

02/2022

The **Sport Outdoor Learning, Life Skills, Adventure and Risk (SOLAR) 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:

- Sending updates about Relationships and Sex Education (RSE) Day

- Sending relevant materials relating to Relationships and Sex Education (RSE) Day

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

- Organisation

- Email address

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.

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.

Do I have to provide the information?

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

How long will the Council retain the data for?

The information that you have provided will be kept for 5 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 .

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. 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

<u>Further Information</u>

For more information about these rights please refer to our detailed privacy statement at https://www.nottinghamcity.gov.uk/privacy-statement .