

Service Area: Legal and Governance  
Directorate: Finance and Resources  
PN-416

03/2026

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The Governance Services 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 webcasting of all statutory public meetings that the Council is responsible for.

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 will relate to your name, email address and user information and job title or position when participating in statutory public meetings. We also process audiovisual recordings of meeting participants, and of attendants who may be position in within range of the cameras or who may be overheard in the recordings.

Although we do not intend to process special category information, but we may process the following 'special categories of personal data':

- Race or Ethnic origin (captured through videorecording of images)
- Political opinions (if you decide to provide them)
- Religious beliefs (if captured through videorecording of images)

### **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 or in the exercise of official authority vested in the Council.

This is a result of the powers or duties contained in:

- The Public Bodies (Admission to Meetings) Act 1960
- The Local Government Act 1972
- The Local Government (Access to Information) Act 1985
- The Local Government Act 2000
- The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012
- The Openness of Local Government Bodies Regulations 2014 (SI 2014/2095)

The condition under which we process 'special categories of personal data' is that such use is necessary for reasons of substantial public interest for Statutory and government purposes

### **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 may share your personal information with Public-I, who provide the webcasting service on the Council's behalf.

The information 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 or contract to provide the information that is specified here. However, if we were not able to process your personal data you will not be able to participate in the Council's statutory public meetings.

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

The information that you have provided will be kept for the time indicated in our Information Asset Register.

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://www.nottinghamcity.gov.uk/your-council/about-the-council/access-to->

[information/information-request/](#). You can find the IAR at the bottom of the website under the banner “Nottingham City Council’s 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**

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> .