

Privacy Notice for Early Access to Learning Zone



Nottingham City Council Information Compliance

Service Area: Human Resources
Directorate: HR and EDI
PN-219

08/2021

The **Learning Zone** is 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:

- Providing you with early access to our Learning platform, Learning Zone, so you can begin your learning journey prior to you starting.
- We need your name and personal email address to set up your login details.
- Login details will be sent to your account prior to your starting with NCC. When you have started with NCC and your payroll account is set up with East Midlands Shared Services (Payroll) you will switch over to Single Sign On access to Learning Zone and no longer require login in details.

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 and personal email address**

We do not ask for any special data but if you choose to supply any medical information or accessibility reasons, this information will be collected on the basis of substantial public interest.

Lawful basis for processing

The basis under which we use your personal information for these purposes is consent. The condition under which we process 'special categories of personal data' is explicit consent.

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 not share your personal information with other organisations.

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.

How long will the Council retain the data for?

Training records are retained in full whilst the individual is still employed and for up to 7 years after they've left (unless it's Safeguarding or H&S).

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 .

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

Further Information

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