

# Privacy Notice for Workplace Mental Wellbeing Project (Workplace Healthy Minds)



**Nottingham City Council  
Information Compliance**

**Service Area: Public Health  
Directorate: People  
PN-0331**

**02/2024**

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The Public Health Department are part of Nottingham City Council, who are the data controllers for the personal data (or personal information) that we process about you.

We will use the information provided by you for a number of reasons, depending on the service or reasons for interacting with you. On this occasion we will use the personal information provided by you in your expression of interest to be a Champion for the Workplace Healthy Minds project for the purposes of:

- Corresponding with you directly about the ongoing development of the Workplace Healthy Minds project (via regular meetings, digital communications) and sharing information about how to involve your organisation in activities relevant to the needs of your employees, including how to access mental wellbeing support, resources, and training.

When we process your personal information, we will only do so when it is necessary and where we have a lawful reason to do so. 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 includes:

- Preferred contact information – email address
- Your name
- Organisation name / employer name
- Name of line manager
- Email address of line manager

## **Lawful basis for processing**

The basis under which we use the majority of your personal information for these purposes is consent. You can withdraw your consent for us processing your personal data by contacting [bryany.cornish@nottinghamcity.gov.uk](mailto:bryany.cornish@nottinghamcity.gov.uk).

The condition under which we process your mental or physical health data is the assessment of services regarding public health, and in accordance with the provisions of the UK General Data Protection Regulation and the Data Protection Act 2018.

In the course of being a Workplace Healthy Minds Champion, if you disclose any information where we believe you or another person are in danger and at risk of harm, the basis under which we will process this personal data is that it is necessary for compliance with a legal obligation to which the controller is subject, namely, our safeguarding obligations to children under s.47 of the Children Act 1989 and to adults under s.42 of the Care Act 2014. The condition under which we process any special categories of personal data contained in these disclosures is substantial public interest in accordance with Schedule 1 Part 2 Paragraph 18 (Safeguarding of children and of individuals at risk) of 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 may share your personal information with:

- Adult or Child Safeguarding (if there is a safeguarding concern)
- Police (if a disclosure of crime or a safeguarding concern, as appropriate)

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 would not be able to participate as a Champion nor receive correspondence to enable yours and your organisation's involvement in the Workplace Healthy Minds project.

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

The information that you have provided will be kept whilst you wish to remain involved in the project, which is currently funded until 31 March 2026. By this date or once your involvement ends (whichever is sooner), we will securely dispose of all data collected.

As per above, you can withdraw your consent at any time by contacting [bryany.cornish@nottinghamcity.gov.uk](mailto:bryany.cornish@nottinghamcity.gov.uk).

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

OFFICIAL



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>.