

## Privacy Notice for Encompass



### Nottingham City Council Information Compliance

**Service Area: Children's and Education Service**  
**Directorate: People**  
**PN-0396**

**06/2025**

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The **Children's and Education Service** are part of Nottingham City Council, who are the data controllers for the 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:

Operation Encompass is the system where Nottinghamshire Police send notifications of domestic abuse incidents to schools. This has previously always been facilitated through the council's Multi Agency Safeguarding Children Hub (MASH) but will now be done directly without any processing by the Local Authority.

EPAS is a Nottinghamshire Police-led project to advise schools when pupils have been connected to a knife related or serious violence incident which has been reported to the Police.

To enable Police officers identify the school attended by a child to whom an incident relates, named colleagues within Nottinghamshire Police will be given access to a CAPITA ONE report. This will enable them to contact the relevant school's Designated Safeguarding Lead to inform them of either a domestic abuse incident or an EPAS incident.

The provision of access to the Capita ONE report is the only role the Local Authority has in the process, with the Police providing the information about the pupil/incident directly to the school.

A separate spreadsheet with Designated Safeguarding Lead contacts for all city schools will also be shared with the seven police officers fulfilling these tasks. This information is already publicly available information.

- 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 to fulfil the purposes, objectives, or to deliver the services outlined above will relate to a child's: (this may include all, or some of the following, depending on the service).

First name, surname, date of birth (DOB), School setting

### **Lawful basis for processing**

The basis under which we use your personal information for these purposes is that this is it 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 Children Act 2004 (the Act), as amended by the Children and Social Work Act 2017.

The Victims and Prisoners Act 2024. The new Act placed Operation Encompass into Law and puts a statutory obligation on police forces to share Operation Encompass notifications with schools.

### **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:

- Nottinghamshire police - specific officers employed to complete Operation Encompass and EPAS safeguarding notifications to city schools

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 the personal data, we would be unable to support the Police and city schools in safeguarding young people under the ENCOMPASS and EPAS schemes.

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

The information that you have provided will be kept by the council for a period of Data of birth plus 25 years. The police will obtain information relating to the child's name, DOB, address and school place for the purposes of using the information to send a notification email onto the child's school. They will not retain the child's information following the completion of this process.

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 [iar-public-view-13082024.xlsx](#)

### **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> .