

**Privacy Notice for: Sport,
Outdoor Learning, Life Skills,
Adventure and Risk
Management (SOLAR) Service**



**Nottingham City Council
Information Compliance**

**Division: Education
Directorate: Peoples
PN - 240**

02/2022

The **SOLAR Service** 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:

- Managing and monitoring SOLAR services and events
- Operating swimming lessons, gala competitions and water safety days and promotional activity
- Delivering services and support to customers and service users
- Dealing with an investigation, enquiries and complaints
- Service and lesson planning
- Attainment and rewards
- Responding to requests for information
- Health and safety and emergency planning
- Carrying out surveys and audits
- Charging for services

- Reporting to Local Government, central government, professional and supervisory authorities
- Equal opportunity and diversity monitoring
- Responding to Councillors' enquiries and those of key internal and external partners
- Carrying out safer recruitment and Disclosure and Barring Service checks

The Solar Team also process personal information relating to Relationships and Sex Education (RSE) Day, which occurs on the last Thursday in June, on an annual basis. The Council will only send out material to you if you have requested it or if it is relevant.

This will include:

- Sending updates about RSE Day; and
- Sending relevant materials relating to RSE Day

The Council may also gather promotional material during special events such as RSE. When the Council does this, it will only take images or recordings with your consent. If you are under 14, or are otherwise not capable of providing this consent, consent will be asked from your parent or guardian.

These images and recordings will be used for the following purposes:

- Using your image in an edited film for RSE Day
- Using your photo image in a RSE Day photo montage
- Using your image in the RSE Day Livestream

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

- Contact details
- Next of kin and their contact details
- Financial information (e.g. bank account number, sort code etc.)
- Details of medication, injuries, dietary requirements etc.

In relation to RSE Day, the Council will collect information relating to your:

- Name
- Organisation
- Email address

When we gather promotional material with your permission, we will process your images either in a still picture or a video image.

The information provided by you may include the following 'special categories of personal data':

- Race or Ethnic origin
- Political opinions
- Religious beliefs
- Trade Union membership
- Physical or mental health
- Sex life or sexual orientation
- Genetic and biometric data

Lawful basis for processing

The basis under which we use your personal information and 'special categories of personal data' for these purposes is that (applicable basis depends on the service being accessed):

- That it is based on your consent;

- That it is necessary for the performance of a contract to which the Council is subject
- That it is necessary for compliance with a legal obligation to which the Council is subject;
- That it is necessary to protect your vital interests of you or others
- That it is necessary for the performance of a task carried out in the public interest

and in accordance with the provisions of the UK General Data Protection Regulation and the Data Protection Act 2018.

The information provided by you may also include personal data relating to criminal offences. The condition under which this information is processed is for statutory reasons of substantial public interest

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 our services, the Council may share your personal information with:

- EduFocus Ltd (EVOLVE)
- School Swimming App Providers
- Other local authorities
- EVOLVE Advice Ltd
- T Creative

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?

The information that you have provided will be kept for 3 years, unless your contract with us exceeds this or there is a specific reason to retain it for longer. For example:

Document	Statutory Retention Period	Reasons / Recommendations for Retention Period
Financial, Accounting & Tax Records	6 years	6-10 years - Best practice
Contracts and Agreements	N/A	12 years after completion (including any defects liability period) Limitation on legal proceedings
Meeting Minutes	N/A	6 years - Best practice
Strategic Management Documents	N/A	5 years after plan completion. Best practice.
Disclosure and Barring Checks	N/A	3 years – NCC Policy

Accident/Incident Reports and witness statements	3 years or until a child reaches the age of 21 years	N/A
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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

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

SK9 5AF

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> .