

**Nottingham City Council
Information Compliance**

**Strategy & Improvement
Children's Integrated Services**

MAY/2020

We will use the information provided by you to book you onto training and development interventions including qualifications delivered by Nottingham City Council and outside organisations. The basis under which the Council uses personal data for this purpose is that this is necessary for the performance of a task carried out in the public interest by the Council.

You are not obliged, either by statute or by contract, to provide the information that is requested here but will need to do so to access our training and events. The information that you have provided will be kept for 6 years.

The information provided by you sometimes includes the following special category of personal data on health. This is to ensure you are fully supported to be able you to undertake the training and development intervention safely. Information in these categories is used by the Council on the basis that such use is necessary for reasons of substantial public interest, and in accordance with the provisions of the Data Protection Act 2018.

The information provided by you may also be used for the purpose of any other function carried out by the Council. Information about these functions and the legal basis on which information is used for them can be found at <https://www.nottinghamcity.gov.uk/privacy-statement/>

The Data Controller is: Nottingham City Council, Loxley House Station Street Nottingham NG23NG. You can contact the data protection officer at the above address or data.protectionofficer@nottinghamcity.gov.uk

The new data protection law known as the 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

Please note that if you are unhappy with a decision regarding the handling of your data you have the right to complain to the Information Commissioners Office at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK95AF and also see the Information Commissioners website at <https://ico.org.uk/>

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