

# Privacy Notice for Autism and Learning Disability Keyworking Service



## Nottingham City Council Information Compliance

**Service Area: Children's Disability Service**  
**Directorate: Children and Education Directorate**  
**PN-0296**

**06/2026**

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The **Keyworking 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.

The Keyworking Service processes personal data in order to support children and young people whose care involves multiple services across health, social care, education, and the wider community.

This includes supporting discharge from Tier 4 hospital settings, reducing the risk of hospital admission due to mental health need, and ensuring safe and effective care within the community.

The service works across organisations to review and understand care plans, coordinate support, and promote positive outcomes for children, young people, and their families. This includes accessing relevant information such as Education, Health and Care Plans, social care records, and health information to ensure coordinated and appropriate support.

In addition, the Keyworking Service may process personal data when organising activities and events, including holiday activities. This involves collecting and using information to:

- Ensure activities are safe, appropriate, and accessible
- Support the health, wellbeing, and individual needs of participants
- Enable staff to provide suitable care and support during activities
- Promote inclusion and ensure services reach a diverse range of communities, including minority ethnic groups

The overall objective is to provide tailored, inclusive, and effective support that meets the needs of children, young people, and their families.

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 will relate to your:

- Basic personal details (such as name, date of birth, address, NHS number)
- Contact details (such as telephone numbers, email addresses, and emergency contact information)
- Education information (including Education, Health and Care Plans)
- Health information (including diagnoses, treatment details, and relevant medical history)
- Social care information (including care plans and identified support needs)
- Information relating to participation in activities and events (including holiday activities), such as additional support needs

The information we process about you may include the following 'special categories of personal data':

- Race or ethnic origin
- Physical or mental health

### **Lawful basis for processing**

The basis under which we use your personal information for these purposes is that this is necessary for the performance of a task carried out in the public interest and in the exercise of official authority vested in the Council.

This relates to the Council's role in providing and coordinating support for children and young people, including those subject to the Dynamic Support Register (DSR), and in delivering services to promote their health, wellbeing, safety, and inclusion.

This is a result of the powers or duties contained in the Children Act 1989 and 2004, Care Act 2014, Equality Act 2010 and Health and Social Care Act 2012.

The condition under which we process 'special categories of personal data' is that such use is necessary for reasons of substantial public interest, including statutory and government purposes, supporting individuals with additional needs, ensuring equality of opportunity and promoting inclusion, and health and social care purposes.

This is carried out in accordance with the provisions of the UK General Data Protection Regulation and 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:

- Other organisations involved in the direct and continuing care of individuals referred to the Dynamic Support Register.

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, we may not be able to:

- Provide appropriate support and coordination of care
- Ensure that activities and services are safe, suitable, and accessible
- Meet your individual needs, including any health or support requirements
- Offer participation in activities and events, including holiday activities

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

The information that you have provided will be in line with its retention schedule in the Council's Information Asset Register.

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](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> .