

Privacy Notice for Property Conference & Meeting Space



Nottingham City Council Information Compliance

Property Growth & City Development PN-276

10/2022

The Property 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:

- **We collect, process and store personal information provided when an enquiry is made for the Conference & Meeting Space for operational and business purposes as described in this privacy notice.**
- **Website General Enquiries/Property/Letting Enquiries & to enable us to manage and run the events safely and effectively by processing the contact information of volunteers and visitors**
- **To ensure the safeguarding of individuals who use the conference space and facilitate room hires and catering requirements.**
- **To inform Nottingham Science Park's community members & volunteers of upcoming events and information relating to conference centre via newsletters.**

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: (this may include all, or some of the following, depending on the service).

- **Name, Business Address, Mobile Number, Telephone Number, Email;**
- **Bank details and/or payment card details.**
- **Visual Images / Photographs (including CCTV)**

If you have special requirements, then it may also be necessary to collect details about diet or disability or any other preferences that you may have.

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 contract with you or in order to take steps at your request before entering a contract. When we use your special information for this purpose we do so with your consent.

This is a result of the powers or duties contained in:

Local Government Act 1972

Localism Act 2011

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:

- **We will share this information with organisations who will manage the booking and provide any catering that is required. This includes Carter Jonas and Mrs B's Catering Services Ltd.**
- **In some circumstances, we may also need to share your information with other organisations involved directly with your event.**

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 then we might not be able to provide the service to you in full outline consequences of not being able to process the personal data.

How long will the Council retain the data for?

We will not store your personal information for longer than is necessary. The information that you have provided will be kept for 1 year (after the booking was received) for administrative and audit purposes.

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 .

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
SK95AF

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> .