

Privacy Notice for Clean Champions



Nottingham City Council Information Compliance

Service Area: Waste and Cleansing
Directorate: Resident Services
PN-0356

April 2024

The Nottingham Clean Champions volunteer scheme is a way of helping to keep your neighbourhood litter-free and making a difference from your doorstep. The scheme is managed by the Waste and Cleansing team who are part of Nottingham City Council and who are the data controllers for the personal data (“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:

- For the administration of the programme including approving equipment requests
- To send you newsletters or email you with information about events
- To approve requests to join our private Facebook group

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).

- Your full name
- Your home address

- Your email address
- A contact number
- How many children (if any) you are signing up on behalf of
- Whether you are joining as part of a household, group, education establishment, business or other

If you are young person aged 13-17 who wishes to sign up to Clean Champions, we will also need information from you about disability and/or medical conditions so that we can carry out appropriate risk assessments.

Lawful basis for processing

The basis under which we use your personal information for these purposes is consent. The basis upon which we use any special personal information you provide is explicit consent.

You can withdraw your consent for us to process your personal information by contacting the scheme at: clean.champions@nottinghamcity.gov.uk.

Any request for personal information to be removed will be actioned within 30 days.

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.

In relation to this service, the Council may share your personal information with:

- Ward councillors
- Volunteer Ward Coordinators

You can request for your information to not be shared with those listed above. If your personal information is shared with those mentioned above, this will only be done upon by staff on completion of the appropriate GDPR training and legal agreements in place by those individuals or their representatives, such as an Information Sharing Agreement (“ISA”) or a confidentiality agreement.

Personal information will not be shared with any external organisations unless you provide consent.

The information will only be used for another purpose where it is lawful to do so. 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/>

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 you do not provide the personal information listed above, we will be unable to process your request to join and participate in the scheme.

How long will the Council retain the data for?

The information that you have provided will be kept for the period in which you are participating with the volunteer scheme, confirming an 'active' status. Participating with the scheme includes ordering equipment, reporting purple bags or in contact with the administration team via Facebook/email.

An annual review will take place which will compare activity for each volunteer and any 'inactive' volunteers will be contacted to confirm their participation with the scheme. A further opportunity for their details to be removed will be provided.

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
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> .