

# Privacy Notice for Integrated Workforce Development Team – Special Guardianship training



Nottingham City Council  
Information Compliance

Service Area: Strategy and Improvement  
Directorate: Children's Integrated Services  
PN-260

May 2022

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The **Integrated Workforce Development Team** 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:

- Registering you on the training platforms used by Nottingham City Council so you can access e-learning and courses
- Contact you about training courses that may be of interest and provide you with links and course information on courses booked onto
- Create a training record for you so we can record what training you have accessed
- Sign you up to courses you have shown an interest in attending.

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).

- We will collect your name, your email address, on occasion your telephone number and where relevant, the name of the worker you are currently working with.

### **Lawful basis for processing**

The basis under which we use your personal information for these purposes is that this is consent.

You can withdraw your consent for us processing your personal data. You can do this by emailing [Fostering.Training@nottinghamcity.gov.uk](mailto:Fostering.Training@nottinghamcity.gov.uk). We have an obligation to keep your records to assist in any potential safeguarding concerns and investigations.

### **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:

- In certain cases where requested we will share your information with the Courts. We have an obligation to keep your records to assist in any potential safeguarding concerns and investigations.

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 you will not be able to access any training or development opportunity.

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

The information that you have provided will be kept for 10 years.

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> .

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