

**Service Area: Public Health
Directorate: Adults Social Care and Public Health
PN-413**

01/2026

The **Healthy Communities 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:

- Sharing information via many methods of communication (such as email and a WhatsApp channel) to share information such as training opportunities or key messages to forward to your community.
- Providing you, as a Health and Wellbeing Community Champion Volunteer, with a menu of opportunities to get involved in e.g. community events, themed working groups, designing local publicity, surveys/research studies and other co-production activities.
- Providing up to date clear and accurate information on health and wellbeing services and health campaigns, for you to share with anyone in your community.
- Actively obtaining feedback and offering support in addressing any health-related concerns, anxieties, or tensions within your community.

- Providing training so that you can support and engage with communities on range of health topics, including raising awareness and signposting of local health services, promoting physical activity and healthy eating, signposting to stop smoking services, money advice services and mental health support.
- Providing a duty of care to you as a Health and Wellbeing Community Champion Volunteer as if you were a paid Nottingham City Council employee.
- Processing your application for small and Community Grants

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).

For Health and Wellbeing Community Champion Volunteers:

- Name
- Address
- Date of birth
- Contact Details
- DBS Check
- Previous skills and relevant experience
- References as part of the recruitment process

For Grant Applications:

- Name of lead individual
- Email address

- Telephone number
- Amount of funding requested
- Project Name

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

- Physical or mental health (only for Health and Wellbeing Community Champion Volunteers)

Lawful basis for processing

The basis under which we use your personal information for these purposes is that this is under the lawful basis of Consent.

You can withdraw your consent for us processing your personal data. You can do this by emailing handwcommunitychampions@nottinghamcity.gov.uk. Please state your name and confirmation you want to be removed from the programme and to request the removal of any of your data that we hold.

The condition under which we process 'special categories of personal data' is that such use is under the lawful basis of Explicit Consent, and in accordance with the provisions of the UK General Data Protection Regulation and the Data Protection Act 2018.

The information being processed may also include personal data relating to criminal offences. The condition under which this information is processed is for under schedule 1 of the Data Protection Act 2018, for Public Health.

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:

- Community organisations within Nottingham City to allow contact between community organisations and you as a Health and Wellbeing Community Champion Volunteer. However, any information will only be shared after communicating with you and obtaining your consent to share your name and contact email address. The sharing of information will be based on specific projects and your involvement as a volunteer.

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 would not be able to complete your recruitment as a Health and Wellbeing Community Champion Volunteer or process your grant application for funding.

How long will the Council retain the data for?

The information that you have provided will be kept for

- 1 year from when you withdraw your consent and leave the health and wellbeing community champion programme.

- 6 years from the end of the financial year that the records belong to in relation to grant applications.

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://www.nottinghamcity.gov.uk/your-council/about-the-council/access-to-information/information-request/>. You can find the IAR at the bottom of the website under the banner “Nottingham City Council’s 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> .