

We will use the information provided by you to process your tenancy application and assess your suitability to occupy Nottingham City Council owned business premises. This information will be shared with a credit referencing agency and other City Council departments. You need to provide this information if you wish to enter into a contract with Nottingham City Council.

The information that you have provided will be kept for 6 years beyond the expiry of your contract with Nottingham City Council.

The information provided by you may also be used for the purpose of any other function carried out by the Council. Information about these functions and the legal basis on which information is used for them can be found at <http://documents.nottinghamcity.gov.uk/download/5939> (section 3.4 Strategic Assets and Property).

The Data Controller is Nottingham City Council, Loxley House Station Street Nottingham NG2 3NG

The Data Protection Officer is Naomi Matthews. You can contact the data protection officer at the above address or by email at [data.protectionofficer@nottinghamcity.gov.uk](mailto:data.protectionofficer@nottinghamcity.gov.uk)

The new data protection law known as the 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

Please note that if you are unhappy with a decision regarding the handling of your data you have the right to complain to the Information Commissioner's Office at Wycliffe House Water Lane

Wilmslow, Cheshire SK95AF and also see the Information Commissioner's website at <https://ico.org.uk/your-data-matters/> .

For more information about these rights please refer to our detailed privacy statement at <https://www.nottinghamcity.gov.uk/privacy-statement> .