

**Service Area: Infant, Child and Adolescent Mental Health Services  
Directorate: Children and Education Services  
PN-419**

**06/2026**

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Nottingham City Council 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. On this occasion, this includes:

- Informing you of group meeting dates, development sessions and training.
- Sharing information with you about opportunities to be involved in co-production work such as community events, project groups, designing publicity materials or surveys. And to assist with your ongoing involvement in the activities you select.
- Gathering feedback to ensure the iCAMHS Advisory Groups continue to develop
- Providing ongoing support to you to ensure you can fully engage with co-production opportunities
- To support service development and improvement

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**
- **If you have accessed an iCAMHS service**
- **Contact details**
- **Address**

- **Previous skills and relevant experience**
- **Date of birth**
- **Gender**
- **For parents and carers: DBS Check**
- **For young people: parents or carers name and contact details**

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

- Race or Ethnic origin
- Physical or mental health

### **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 [tunedin.camhs@nottinghamcity.gov.uk](mailto:tunedin.camhs@nottinghamcity.gov.uk).

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 at Schedule 1 Part 2 Paragraph 18 of the Data Protection Act 2018 (*safeguarding of children and of individuals at risk*).

### **Will my information be shared with other organisations or used for other purposes?**

If you choose to share any information which is considered a safeguarding risk, it may be necessary for us to disclose this further. 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. 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 to the iCAMHS Advisory Group and subsequent co-production opportunities.

### **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 iCAMHS Advisory Group

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: request a copy of your information, request rectification of inaccurate personal data, 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 or object to processing of your data to another provider. 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 Data Privacy Advisory Services. 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

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