

County Enterprise Foods Privacy Notice

Introduction

This privacy notice explains how the Council uses your data to provide the County Enterprise Foods meal delivery service. We use personal data in order to allow customers or their representatives to place orders and arrange deliveries.

Who will be using your data?

Nottinghamshire County Council will be the data controller for the data you provide to us.

We may also contract third party organisations to process your data on our behalf (e.g. suppliers of business systems such as our Business Management System).

What personal data do we use?

- Name and Contact Details
- Age
- Date of Birth
- Gender

What types of special category personal data do we need from you?

- Physical health details
- Racial or ethnic origin (if relevant to your dietary requirements)
- Religious, philosophical or other beliefs of a similar nature (if relevant to your dietary requirements)

Why do we use your data?

- For service delivery
- For service planning, training and improvement

What legal reasons allow us to use your data in this way?

Our legal basis for processing your personal data is that it is necessary for carrying out a task in the public interest.

Our legal basis for processing your special category personal data is that it is necessary for carrying out a task in the public interest.

Who may we share your data with or receive it from?

- Third-party system suppliers, for the purposes of processing payments and database maintenance

May personal data be transferred overseas?

The Council may for operational purposes transfer personal data overseas. In these cases, we will ensure that your personal data is protected and there are safeguards for the protection of your rights. Please refer to the [County Council's privacy statement](#) for further details.

How long is your data kept for?

This information is held in accordance with the Council's retention schedule – see [here](#).

What will happen if you do not provide or we cannot obtain the data needed?

- We could not provide this service to you

Does the service make decisions using fully automated processes?

No.

What rights do you have over this use of your data?

- To be informed about how we use your data
- To access a copy of your data that we process
- To have us rectify or correct your data that we process
- To restrict our processing of your personal data
- To object to the use of your data
- To have your personal data erased
- To request that we transfer your information to you or another organisation
- To object to fully automated decision making
- To withdraw your consent (if it the legal reason why we use your data).

Some of these rights are subject to exceptions. Please refer to the [County Council's privacy statement](#) part 10 for further details.

Contact the Data Protection Officer:

If you have any concerns about how the Council is using your data, you can contact the Council's Data Protection Officer by writing to:

DPO@nottscc.gov.uk

Or

Data Protection Officer
Nottinghamshire County Council
County Hall
West Bridgford

Nottingham
NG2 7QP

Please see the County Council's privacy statement for further information:
<http://www.nottinghamshire.gov.uk/global-content/privacy>

Contact details of the Information Commissioner's Office:

If you are unhappy with how your data has been processed by the Council or you feel your data protection rights have been breached, you have the right to complain to the Information Commissioner's Office at:

www.ico.org.uk

Or

Wycliffe House
Water Lane
Wilmslow
SK9 5AF

Last updated: 20-02-2020

GROUP MANAGER SIGN-OFF

Name of Service Director:	Ainsley MacDonnell		
The Service Director is content with this Privacy Notice?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
I understand that individuals have the right to be informed about the processing of their personal data in line with the provisions of the Data Protection Act 2018.			
I will keep this Privacy Notice under review and revise it should there be material changes to service delivery that individuals should / would expect to be made aware of.			
I understand that a register and archive needs to be kept of Privacy Notices that were in place at specific times and will notify the Information Governance Team (via data.protection@nottscc.gov.uk) of any changes that need to be made to my Privacy Notice and will work with them to maintain accurate records.			
Comments:			
Name:	Jane McKay	Title:	Group Manager
Signature:		Date:	20/02/2020