

## **Risk and Insurance Privacy Notice**

### **Introduction**

This privacy notice explains how the Council uses your data in the course of handling your claim for compensation.

### **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?**

The list below details the data we use to handle all categories of claims made against the Council. The data we use to handle each individual claim will depend on the nature and type of claim.

- Name
- Contact Details
- Address
- Age
- Date of Birth
- Gender
- NI Number
- NHS Number
- Social Care ID
- Other ID Numbers
- Photographic Images
- Employment and Education Information
- Family and Relationship Details
- Lifestyle and Social Circumstances
- Medical Details
- Case File Information
- Financial Information

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

The list below details all the special category personal data we need to handle all categories of claims made against the Council. The data we use to handle each individual claim will depend on the nature and type of claim.

- Physical and Mental Health Details
- Data Concerning Sex Life or Sexual Orientation

We also process data about criminal convictions, criminal offences or related security measures.

## **Why do we use your data?**

- We use your personal data for the administration and investigation of your claim for compensation.
- As the Council is under a duty to protect the public funds it administers, your data will also be used for the prevention and detection of fraud.

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

Our legal basis for processing your personal data is our legal obligation to assess, process and defend civil claims brought against the Council and to detect unlawful acts and dishonesty to prevent fraud.

Our legal basis for processing your special category personal data is our legal obligation to assess, process and defend civil claims brought against the Council and to detect unlawful acts and dishonesty to prevent fraud.

Our legal basis for processing data about criminal convictions, criminal offences or related security measures is our legal obligation to assess, process and defend civil claims brought against the Council and to detect unlawful acts and dishonesty to prevent fraud.

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

- Internal Departments within the Council
- Insurance Providers
- Solicitors
- Loss Adjusters
- Via East Midlands
- NHS agencies (GPs, Hospitals)
- Health Organisations
- Residential Care/Nursing Providers
- Schools and Academies
- Education providers
- Other Local Government Organisations
- Government Organisations
- The Police
- Consultants and Other Experts

- Software Provider for the Council's Claims Management System.

### **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?**

The information we request from you is required to enable us to assess your claim for compensation. If you do not provide the requested information, we will not be able to administer, investigate or process your claim.

### **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 is 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@nottsc.gov.uk](mailto:DPO@nottsc.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](http://www.ico.org.uk)

Or

Wycliffe House  
Water Lane  
Wilmslow  
SK9 5AF

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