



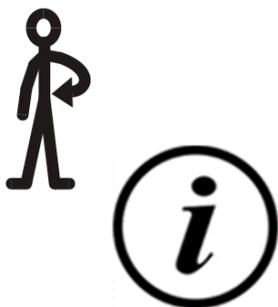
**Easy Read Information about:**



**Nottinghamshire County Council's  
Privacy Notice**



**What is the Privacy Notice?**



A privacy notice tells you how the Council use your personal information.

It tells you what happens with your information when you or other people share it with the council.



Personal information can be lots of different things.

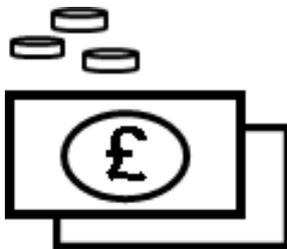
It can be;



- Your name, address, telephone number, date of birth, and email address



- Contact details of members of your family and people who support you



- Information about your money



- Photographs, videos and sound recordings

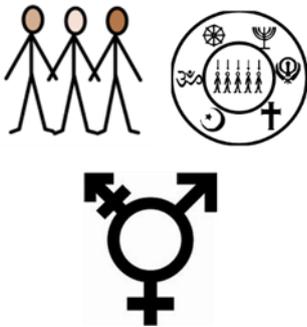


We must be careful with all the personal information people give us.



But with some information we must be extra careful.

This can be;



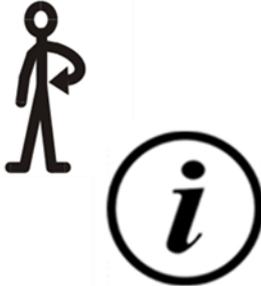
- Information about your race, beliefs or sexual orientation



- Information about your health conditions and disability



Sometimes we must share information about crimes and breaking the law.



We use your personal information for lots of different reasons.

For example;



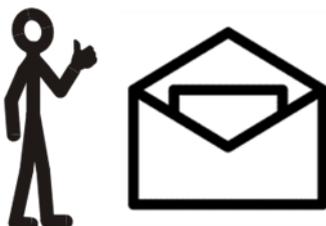
- So we can give you social care support



- For payments and charging for things



- To tell you about things that are happening that are important.



- Inviting you to events we think they would be interested in.



If we don't have your information, it could mean you miss out on the things that might help and support you.



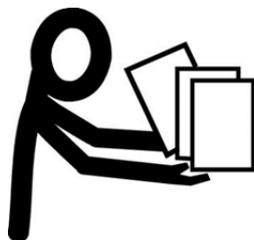
We only keep personal information for as long as we need it.

But for some information the law tells us how long we must keep it for.



You can find out more about how long we keep information by clicking on the link below or typing the link into your internet web browser,

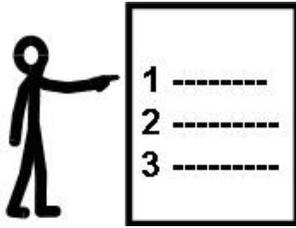
[Records Retention and Disposal Schedule | Nottinghamshire County Council](#)



Sometimes we do need to share your personal information with other organisations.

This is to make sure you get the right support and help.

We might share this information with:



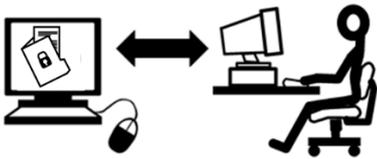
- Advocates
- Family and carers
- Government organisations
- NHS and GP's
- Emergency services



The County Council store important information on a computer system called Mosaic.



Only staff who are trained, have permission to look at information can access the system.



Other organisations that the County Council work with might also be able to use this computer system.

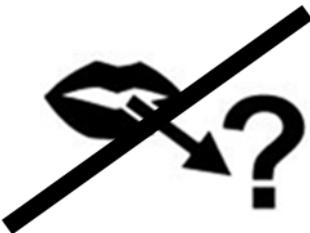


These organisations must follow the same rules as the County Council and they must keep your information safe.



There are rules the Council and organisations they work with **MUST** follow.

These rules say what they can and can't do with your information.



The rules say some personal information we have can be used without asking you first.



**But** some personal information we must ask for your permission to use it.

If you say no, we can't use it.

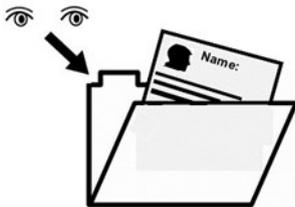
## Your rights about the information the Council has.



You can ask:



- To know what we are doing with your information and why.



- To look at the information we have about you.



- To change any mistake.



- Us to stop using your personal information, or to delete it.

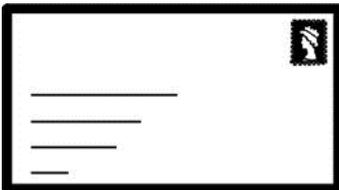


If you are unhappy about the information the council has or what we are using it for.



You can contact the Council's  
**Data Protection Officer**

**You can do this by;**



**Post:**

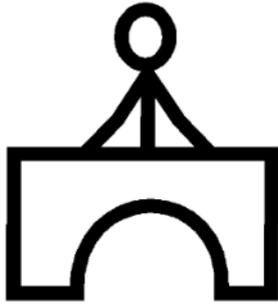
Data Protection Officer  
Nottinghamshire County Council  
County Hall  
West Bridgford  
Nottingham  
NG2 7QP



**Email:**

[DPO@nottscc.gov.uk](mailto:DPO@nottscc.gov.uk)

Or



you can contact the

**Information Commissioners Office.**

They are an independent organisation and it is their job to make sure the Council follow the rules.



You can write to them at

**Information Commissioner's Office**

Wycliffe House  
Water Lane  
Wilmslow  
SK9 5AF



Or

go to the

**Information Commissioner's Office**  
website at



[www.ico.org.uk](http://www.ico.org.uk)



You can see the full privacy notice on the Council's website.



Click on the link below or type the link into your internet web browser,

<https://www.nottinghamshire.gov.uk/global-content/privacy>

