



# Nottinghamshire County Council

## Information Governance and Information Rights Services Privacy Notice

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### Introduction

This privacy notice explains how the Council uses your data to support individuals to exercise their rights in respect of information held by the Council.

These services include:

- Handling Subject Access Requests (SARs).
- Managing information rights requests under the Freedom of Information Act and Environmental Information Regulations.
- Investigating data protection complaints.
- Managing data breaches and security incidents.
- Conducting reviews, appeals, and casework relating to information rights.

### What personal data do we use?

We only collect and use personal data that is necessary and proportionate to fulfil the purposes outlined in this notice.

- Name and Contact Details
- Family details
- Relevant personal circumstances (only where necessary to assess your request or complaint)
- Parent/carer details
- Employment and Education Details
- Student and Pupil records
- Case file information
- Business Activities

- Any additional information you choose to provide that is relevant to your request or complaint

### **What types of special category personal do we use?**

In some cases, we may process special category data where it is necessary to investigate a complaint, incident, or legal matter.

- Health data
- Race and ethnicity information
- Religious or Philosophical beliefs
- Sexual orientation or sexual preference data

We also process other special categories of data relevant to the individual appeal hearing we undertake. Where necessary, we may process data relating to criminal offences, alleged offences, or related security measures in order to investigate incidents or comply with legal obligations.

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

- Process information rights requests (e.g. Subject Access Requests)
- Investigate data protection complaints
- Manage and investigate data security incidents and breaches
- Carry out internal reviews and appeals
- Comply with legal and regulatory obligations
- Improve our services through monitoring and review
- Prevent and detect fraud or unlawful activity (where necessary and proportionate)

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

Our legal basis for processing personal data under UK GDPR is:

- Article 6(1)(c) – Legal obligation
- Article 6(1)(e) – Task carried out in the public interest

These relate to our duties under:

- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Freedom of Information Act 2000
- Environmental Information Regulations 2004

For special category data, our legal basis is under UK GDPR is:

- Article 9(2)(f) – Establishment, exercise or defence of legal claims
- Article 9(2)(g) – Substantial public interest (with reference to Schedule 1 of the Data Protection Act 2018)

For criminal offence data, processing is carried out in accordance with Article 10 UK GDPR and Schedule 1 of the Data Protection Act 2018.

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

- If you do not provide the information required, we may be unable to process your request, investigate your complaint, or fulfil our legal obligations.

### **Who may we share your data with?**

- Other Local Authorities (for joint investigations or where required by law)
- The Police (where necessary for the prevention or detection of crime)
- Our contracted suppliers (who process data on our behalf under strict data protection agreements)
- Regulators such as the Information Commissioner's Office (ICO) where required
- MPs or elected representatives (where you have requested them to act on your behalf)

### **Where do we obtain your data from?**

- You directly
- Other Council services
- Third parties such as representatives acting on your behalf
- External organisations where required for investigations or legal purposes

### **Does the service make decisions using fully automated processes?**

No.

### **Who will be using your data?**

Nottinghamshire County Council will process your data, and we may also contract third parties to process your data on our behalf

### **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 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:

Data Protection Officer

Nottinghamshire County Council

County Hall

West Bridgford

Nottingham

NG2 7QP

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

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

Wycliffe House

Water Ln

Wilmslow

SK9 5AF

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