

**Service Area: Public Realm
Directorate: Resident Services
PN - 0212**

June 2024

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. We will use the information provided by you for a number of reasons, depending on the service or reasons for interacting with you. This includes:

- **To process applications for volunteer roles**
- **To administer and communicate with volunteers**
- **To report on volunteer data**

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 will depend on the role that you have expressed interest in, applied for, or are currently volunteering for. The personal data will be used to fulfil the purposes, objectives, or to deliver the services outlined above relates to your:

- Name
- Address
- Email
- Phone number
- Age
- Relevant medical conditions
- References
- Driving license details
- DBS
- Volunteer interest/relevant skills

The information provided by 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 **based on your consent. You can withdraw your consent at any time. You can do this by contacting your volunteer manager via the Assemble system or via email.**

The condition under which we process 'special categories of personal data' is that such use is necessary for reasons of substantial public interest and in accordance with the provisions of the UK General Data Protection Regulation and the Data Protection Act 2018.

The information provided by you may also include personal data relating to criminal offences. This relates to self-declarations and criminal records checks from the Disclosure and Barring Service (DBS). This will only be processed when you have been considered for a volunteer role that requires one, and where the role is exempt from the Rehabilitation of Offenders Act 1974. The Council will comply with the provisions of the Rehabilitation of Offenders Act 1974 (and any subsequent legislation) when asking about criminal records or performing criminal records checks. The condition under which this information is processed is for:

- the processing is necessary for the purposes of performing or exercising obligations or rights which are imposed or conferred by law on the controller or the data subject in connection with **employment, social security or social protection.**

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

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.

In relation to this service, the Council will share your personal information with:

- **The Disclosure and Barring Service (DBS) - This will only happen when the role requires a DBS check, you will be told about this before any personal data is shared.**
- **Assemble – These are the data processors who administer the systems for our volunteer management.**

The information provided by you may also be used for the purpose of any other function carried out by the Council. 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 to provide some of the information that is specified here. However, if we were not able to process your personal data, we would not be able to allow you to volunteer for us.

How long will the Council retain the data for?

The length of time we store your information will vary depending on the status of your profile. At the application stage, if your application to become a volunteer is refused, your information will be anonymised after 6 months. If your application is accepted, your application information will be anonymised after 12 months. If your profile becomes inactive, after 7 years of inactivity it will be anonymised.

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://www.nottinghamcity.gov.uk/your-council/about-the-council/access-to-information/information-request/>.

Information Rights

The UK General Data Protection Regulation provides for the following rights as prescribed by the legislation:

- A right to request a copy of your information
- A right to request rectification of inaccurate personal data
- A right to 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 of your data to another provider
- A right to object to processing of data in certain circumstances
- A right regarding automated decision making including profiling

However, 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 Naomi Matthews. You can contact the data protection officer at:

Loxley House,
Station Street,
Nottingham,
NG2 3NG

or at 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. 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

www.ico.org.uk

Further Information

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