

### International Strategy Business Growth Development and Growth

14 September 2018

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We will use the information provided by you for international missions organised by the Council or partners. The basis under which the Council uses personal data for this purpose is the information is required to facilitate travel and other necessary arrangements in relation to the international missions and has been approved by the organisations providing their information.

The information provided by you includes the following special categories of personal data: name, address, company name, date of birth, passport information, email, phone number. Information in these categories is used by the Council on the basis that such use is necessary for organising travel, and in accordance with the provisions of the Data Protection Act 2018.

You are not obliged, either by statute or by contract, to provide the information that is requested here.

The information that you have provided will be kept for 1 years.

The information provided by you may also be used for the purpose of any other function carried out by the Council. Information about these functions and the legal basis on which information is used for them can be found at <http://documents.nottinghamcity.gov.uk/download/5939> .

The Data Controller is Nottingham City Council, Loxley House, Station Street, Nottingham NG2 3NG .

You can contact the data protection officer at the above address or at [data.protectionofficer@nottinghamcity.gov.uk](mailto:data.protectionofficer@nottinghamcity.gov.uk) .

The new data protection law known as the 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

Please note that if you are unhappy with a decision regarding the handling of your data you have the right to complain to the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. See also the Information Commissioners website at <https://ico.org.uk/your-data-matters/> .

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