

### Information Compliance Team Legal Services Strategy and Resources

**November 2018**

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We will use the information provided by you for processing personal information requests. The basis under which the Council uses personal data for this purpose is that this is necessary for the performance of a task carried out in the public interest by the Council or in the exercise of official authority vested in the Council.

The information provided by you may include the following special categories of personal data if you supply us with a copy of your passport for identification purposes. This may include racial or ethnic origin.

Information in these categories is used by the Council on the basis that information will only be taken with your explicit consent, and in accordance with the provisions of the General Data Protection Regulation and the Data Protection Act 2018.

You are not obliged, either by statute or by contract, to provide the information that is requested here but will need to provide enough information for our team to identify you if you wish to receive your personal information.

The information that you have provided will be kept for 6 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 by emailing [Information.Compliance@nottinghamcity.gov.uk](mailto:Information.Compliance@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 Commissioners Office at Wycliffe House Water Lane Wilmslow, Cheshire SK9 5AF, and also see 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>.