

## Privacy Notice for Outdoor Event Bookings



## Nottingham City Council Information Compliance

**Service Area: Nottingham Events  
Sport & Culture  
Directorate: Commercial & Operations  
PN-0368**

**04/2024**

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Nottingham Events, Sport & Culture is part of Nottingham City Council who is the Data Controller. We will use the information provided by you for event planning, civil contingencies and event marketing.

We will share the information included within your application with members of our Safety Advisory Group (SAGe). Members of which are our external partners: East Midlands Police, East Midlands Ambulance Service, Nottinghamshire Fire Service, Nottingham County Council, Nottingham Express Transit (NET), Nottingham City Transport (NCT) and Internal Nottingham City Council departments: Safety Enforcement, Network Management, Health and Safety, Community Protection, Licensing and Insurance and Risk. For the purposes of event planning and civil contingencies.

Following event approval, if you have indicated that you require event marketing support then we will also publish and share details of your event on What's On Nottingham social media, online and other promotional channels available.

You need to provide this information if you wish to enter into a contract with Nottingham City Council or if you wish to take up the offer of event marketing, for the purpose of hosting an event(s) on Nottingham City Council owned land.

The information that you have provided will be kept for 5 years.

**What personal information will the Council process?**

For the purposes of providing this service the council will process the following information:

- name
- home address
- postcode
- email address
- phone number
- work address
- Date Of Birth
- banking information

### **Lawful basis for processing**

The basis on which we use your personal information for these purposes is consent under the powers or duties contained in:

Local Government Act 1972, Section 111(1)

Localism Act 2011, s.1.

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

The Council will only share the personal information being processed with other departments within the Council and with other organisations when it is necessary to provide 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 respect of the Outdoor Events Booking service, we will share your data with Apply4 who provides the booking website infrastructure and East Midland Shared Services where a successful event applicant requires an official VAT invoice.

The information 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 or contract to provide the information that is specified here. However, if we were not able to process your personal data, we would not be able to provide the Outdoor Event Booking service to you.

### **How long will the Council retain the data for?**

The information that the council processes in respect of outdoor events will be kept for 5 years from the date of the event in line with its retention schedule in the Council's Information Asset Register.

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://geoserver.nottinghamcity.gov.uk/information-asset-register/>.

### **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**

You can contact the data protection officer at:

Loxley House,

Station Street,

Nottingham,

NG2 3NG

or at [data.protectionofficer@nottinghamcity.gov.uk](mailto: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](http://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](http://www.ico.org.uk)

### **Further Information**

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