

**Service Area: Transport Strategy
Directorate: Growth & City Development
PN-378**

06/2024

The Cycling & Walking team are part of Nottingham City Council, who 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 administer the access control system for Cycle Parks throughout Nottinghamshire which provide more secure cycle parking and help encourage more people to cycle.**

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 to fulfil the purposes, objectives, or to deliver the services outlined above will relate to your: (this may include all, or some of the following, depending on the service).

- **Name**
- **Email address**
- **Home address**
- **Telephone number**
- **Your identification documents (which are deleted as soon as your application is accepted)**
- **Your image captured on CCTV at the Cycle Parks (a privacy notice is posted at each site)**

Lawful basis for processing

The basis under which we use your personal information for these purposes is consent, under Article 6 1) a) of the UK GDPR. You can withdraw your consent for us processing your personal data, you can do this by contacting Oracle Surveillance on info@osltd.co or 08453 701 703. Please be advised that this will also terminate your subscription to the Nottingham Cycle Parks scheme.

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 some of your personal information with:

- **Oracle Surveillance Ltd who administer the database and manage access control to the Cycle Parks on behalf of the Council**

We also use CivicaPay and GoCardless as our third party payment processors in order to receive your subscription payment.

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 this may impact how you can access the Nottingham Cycle Parks. For example, withholding email address will mean that you cannot access the Nottingham Cycle Parks by smartphone.

How long will the Council retain the data for?

The information that you have provided will be kept on our database until three months after your subscription has expired. If you do not renew your subscription for three months, the Provider will delete all customer records. Nottingham City Council will inform a customer prior to this when reminding them the subscription has lapsed.

The Council publish an Information Asset Register (IAR), this will outline the retention periods for the personal data we process. You can find the IAR [here](#).

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> .