

**Nottingham City Council  
Information Compliance**

**Team : School Admissions Team  
Service Area: Access and Inclusion  
Directorate: Education Strategy, Children and Adults**

**04/20**

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We will use the information provided by you for the specified purpose of writing to you about the offer of a primary school for your child starting in September 2020. The basis under which the Council uses personal data for this purpose is that this is necessary for the performance of a legal obligation to tell parents about a school place for their child.

If you wish to be contacted by e-mail you will need to provide an address otherwise you will be written to by post. A company called postmark will be used to deliver the offer of a school place e-mail to you. This processes limited data outside the EU. However, special measures have been put in place to protect your data.

The information that you have provided will be kept by postmark for 45 days.

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://www.nottinghamcity.gov.uk/privacy-statement/>.

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 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> .