

## Nottingham City Council Information Compliance

**Team: Emergency Planning**  
**Service Area: Legal and Governance**  
**Directorate: Strategy and Resources**

**July 2019**

---

We will use the information provided by you for the purpose of our emergency planning and response procedures. 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 for compliance with a legal obligation to which the controller is subject, under section 2 of the Civil Contingencies Act 2004.

The information that we process may be your name, age, job title, telephone number, address and email. In certain circumstances we may be required to process more sensitive information, known as special category data. This may include for example, details of special needs, disabilities, religious beliefs or anything you may need to help and support you, as relevant to our emergency procedures.

Information in these categories is used by the Council on the basis that such use is necessary for reasons of substantial public interest.

This information will only be shared with other relevant organisations and partner agencies for the purpose of emergency planning and response. A list of partner agencies can be found at <http://documents.nottinghamcity.gov.uk/download/5939>. Information will not be shared with any other third parties unless required by law. The information provided will not be used for marketing purposes, or to take any automated decisions 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, but if you provide details it will be kept for six years in accordance with the Council's retention policy. However in special circumstances the retention period may be extended due to the nature of the event and any possible long term proceedings.

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.

The Data Protection Officer is Naomi Matthews. 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>.