

**Nottingham City Council  
Information Compliance**

**Team: Development and Change  
Service Area: HR and Customer  
Directorate: HR and Customer, Strategy and Resources  
PN- 74**

**01/20**

We will use the information provided by you to set up your Learning Pool account. This is either on behalf of Nottingham City Council or another organisation that uses the Councils Learning Zone services. The basis under which the Council uses personal data is for performance of contract. The reason that NCC collects your personal data is to give you access to your training record and provide reports to your organisation of training completed and compliancy requirements.

The information provided by you includes the following personal data: name and email address (and employee number for NCC staff only).

We do not ask for any special data but if you choose to supply any medical information for accessibility reasons this information will be collected on the basis of substantial public interest.

The information that you have provided will be kept in accordance with the Information Asset register for NCC or if external for the period outlined in the organisation's retention schedule.

The information provided by Nottingham City employees may also be used for other purposes or functions 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.

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 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

For more information about these rights please refer to the NCC detailed privacy statement at <https://www.nottinghamcity.gov.uk/privacy-statement> or your own organisations privacy notice.

If you want more information about this please contact the Development and Change team.