

Nottingham City Council Privacy Notice

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1. Children and Adults

The Children and Adults department is responsible for providing statutory social care services for both children and adults, early intervention services, education strategy and public health.

1.1. Adult Social Care	
The reasons we process your data	To undertake our statutory duties in assessing, commissioning and providing services to adults with health and social care needs: • Assessment of need and care planning • Commissioning and review of services • Adult Safeguarding

	• Financial assessments • Monitoring of service provision • Processing financial transactions • Prevention and detection of crime • Research purposes • Strategic planning and improvement Collaborative healthcare solutions (such as the Care Centric Health Portal and E-Health scope) that deliver direct care to citizens
Why we are allowed to process your data	Legal obligation or public interest under various legislation including (but not limited to): • The Health and Social Care Act 2012 • The Health and Social Care (Safety and Quality) Act 2015 • The Care Act 2014 • The Mental Capacity Act 2005 • The Mental Health Act 1983, 2007 • The Local Accountability & Audit Act 2014
Who we can share your data with	• Police • Courts • Nottingham City Care • Nottingham University Hospital Trust (NUH) • Other local Health agencies • General Practitioners • Children's Services • Other Local Authorities • Direct Payments • Care Quality Commission • Domiciliary, Residential, Nursing Home and Day Care Providers • Transport Providers • Safeguarding Boards • Nottingham Revenues & Benefits Limited • The Cabinet Office
When any automated decisions are made about you	Data in regards to adults involved with social care and those aged 65+ will automatically be alerted to NHS organisations as part of the Care Portal and E-Health scope procedure.
When your data is processed outside the UK	In cases where it is necessary to liaise with local authorities or law enforcement agencies abroad.

1.2. Children's Integrated Services

The reasons we process your data	To undertake statutory safeguarding obligations and provide family support services: • Supporting children and families and monitoring their progression
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	• Protecting children at risk of harm or neglect • Undertaking assessments of need • Identifying children as part of the Child Protection Information Sharing project (CP-IS) • Supporting Children in Care • Prevention and detection of crime • Assessing the quality of service provision • Tracking families as part of the Priority Families Programme. • Supporting Youth Offenders • Providing mental health support • Supporting Care leavers • Recruitment and support of Foster Carers
Why we are allowed to process your data	Legal obligation or public interest under various legislation including (but not limited to): • The Children's Act 1989, 2004 • The Children and Social Worker Act 2017 • Children and Families Act 2014 • Female Genital Mutilation Act 2003 • Children and Young Persons Act 2008 • The Childcare Act 2006 • The Crime and Disorder Act 1998 • The Adoption and Children Act 2002 • The Adoption Information and Intermediary Services (Pre-Commencement Adoptions) Regulations 2005 • The Adoption Agencies Regulations 2005 • The Children and Adoption Act 2006 and associated regulations • The Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 • Practice Guidance on Adoption: Access to Information and Intermediary Services – May 2008 • Adoption: national minimum standards –July 2014 • Draft statutory guidance on adoption For local authorities, voluntary adoption agencies and adoption support agencies – July 2014 • The Special Guardianship Regulations 2005 • The Special Guardianship (Amendment) Regulations 2016 • Special guardianship guidance: Statutory guidance for local authorities on the Special Guardianship Regulations 2005 (as amended by the Special Guardianship (Amendment) Regulations 2016) - January 2017 • Working Together to Safeguard Children 2015 (Children Act 1989 & Children Act 2004)

	• 2009 supplementary guidance from the Department for Children, Schools & Families (DCSF) – ‘Safeguarding Children and Young People from Sexual Exploitation’
Who we can share your data with	Safeguarding and other agencies including (but not limited to): • Police • Courts • Adults Services • Education • Probation • Nottingham City Care • Nottingham University Hospital Trust (NUH) • Other Local Health agencies • General Practitioners • Education providers (schools, colleges, academies, Pupil Referral Units, Alternative Providers) • Housing Aid • Nottingham City Homes and other housing providers • Other Local Authorities • Department for Work and Pensions (DWP) • Universities (Social Work students) • Safeguarding Boards
When any automated decisions are made about you	Data in regards to Looked After Children or a child who is on a Child Protection Plan will automatically be alerted to NHS Digital as part of the CP-IS procedure.
When your data is processed outside the UK	In cases where it is necessary to liaise with local authorities or law enforcement agencies abroad.

1.3. Education

The reasons we process your data	• To provide access to Education • To provide additional funding for pupils, including Early Years funding • To support Pupil Learning • To provide appropriate pastoral care • To provide support to children with Special Educational Needs • To monitor and report on pupil progress and outcomes for specific vulnerable groups • To process financial transactions • To undertake research and consultation • To ensure that all children receive their educational entitlement
Why we are allowed to process your data	Legal obligations under various legislation including (but not limited to):

	• The Education Act 1944, 1996, 2002, 2011 • The Education and Adoption Act 2016 • The Education and Skills Act 2008 • The Education and Inspections Act 2006 • The Children Act 1989, 2004 • The Childcare Act 2006 , 2016 • The Children and Families Act 2014, 2017 • Statutory Guidance for Local Authorities in England to identify Children not receiving education – 2007 • The Education (Pupil Registration) England Regulations 2006 • The Special Educational Needs and Disabilities Code of Practice 2015
Who we can share your data with	The following agencies including (but not limited to): • Courts • Police • Department for Education • Children’s Social Care • Early Intervention Services • Probation • Nottingham City Care • Other local Health agencies • Early Years providers • Education providers (schools, colleges, academies, Pupil Referral Units, Alternative Providers) • Other Local Authorities • Youth Offending Team • Safeguarding Boards • School transport operators • Funding bodies • Awarding bodies (qualifications) • Futures • Contracted Commissioned Services
When any automated decisions are made about you	N/a
When your data is processed outside the UK	N/a

1.4. Public Health

The reasons we process your data	For the purposes of Public Health and protection including (but not limited to): • Protecting and improving Public Health • Planning, monitoring and evaluating Public Health • Conducting Health Needs Assessments
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	• To measure the health, mortality or care needs of the local population • To commission and deliver services that promote healthy living (e.g. sexual health services) • Identifying any anomalies in the way citizens access services • Health Equity Analysis (identifying any differences in health equality across different groups of people)
Why we are allowed to process your data	Legal obligations under various legislation including (but not limited to): • The Health and Social Care Act 2012 • The Statistics and Registration Service Act 2007 (as amended by S.287 of the Health and Social Care Act 2012) • Regulation 3 of the Health Service (Control of Patient Information) Regulations 2002 Consent obtained from the following: • Surveys • Consultations Contractual rights or obligations
Who we can share your data with	Health Partners including (but not limited to): • Nottingham University Hospitals Trust (NUH) • Nottingham City Care • Public Health England • Local General Practitioners • NHS Digital • Nottinghamshire Police
When any automated decisions are made about you	Not applicable.
When your data is processed outside the UK	Not applicable.

2. Commercial and Operations

The Commercial and Operations department is responsible for providing essential services in the community including Neighbourhood Services, Community Protection services and the provision of library and leisure facilities as well as maintaining the City's Parks and Open Spaces.

2.1. Community Protection

The reasons we process your data	To undertake statutory duties to prevent and reduce crime and disorder, substance misuse, anti-social behaviour, nuisance, environmental crime and fraud: • To issue statutory notices. • Prevention and detection of crime • To monitor compliance of individuals and businesses in accordance with applicable legislation. • To make a determination on all regulated activities. • Service delivery, planning and improvement. • To process financial transactions for all regulated activities. • To provide support for recently arrived refugees and asylum seekers. • For research and consultation purposes. • To conduct domestic homicide reviews. • To locate owners of lost dogs. • To regulate businesses and housing stock in accordance with relevant legislation and Council policies.
Why we are allowed to process your data	Legal obligation under various legislation, including but not limited to: • Crime and Disorder Act 1998 • The Antisocial Behaviour Act 2003 • The Antisocial Behaviour, Crime and Policing Act 2014 • Consumer Rights Act 2015 • Domestic Violence Crime and Victims Act 2004 • European Communities Act 1972 – Any Orders, Regulations or instruments having effect by virtue of the Act and relating to food safety or animal foodstuff. • Fire Safety and Safety of Places of Sport Act 1987 • Health Act 2006 • Health and Safety at Work etc. Act 1974 • Housing Act 2004 • Children's Act 2004 • Gambling Act 2005 • Town Police Clauses Act 1847 • Local Government (Miscellaneous Provisions) Act 1976 • Local Government (Miscellaneous Provisions) Act 1982 • Nottinghamshire County Council Act 1985 • Public Health (Control of Disease) Act 1984 • The Environmental Protection Act 1990 • The Supply of Goods and Services Act 1982 • The Food Safety Act 1990 • The Licensing Act 2003 • Scrap Metal Dealer Act 2013

	• The Refuse Disposal (Amenity) Act 1978 • The Removal and Disposal of Vehicles Regulations 1986 • The Highways Act 1980 • The Traffic Management Act 2004 • Regulation of Investigatory Powers Act 2000 • The Road Traffic Regulations Act 1984 • Safety of Sports Act 1975 • Nottingham City Council Act 2013 • Clean Neighbourhoods and Environment Act 2005 • The Local Accountability & Audit Act 2014 Also any Regulations, Orders, Byelaws or other subsidiary legislation made under the above any enactments amending or replacing the same.
Who we can share your data with	• Adult and Children's Services • Border Force • Commissioned Services • Courts • Department of Work and Pensions • Elected Members and MPs (as your representative) • Environment Agency • European Food Safety Authority • Gangmasters and Labour Abuse Authority • Health Authorities: ○ GPs ○ Local Health Boards ○ Mental Health practitioners ○ NHS Trusts ○ Strategic Health Authorities • HM Revenues and Customs • Home Office • HSE (Health and Safety Executive) • Immigration Service • Landlords • National Offender Management Service • National Probation Service • Derbyshire, Nottinghamshire, Leicestershire and Rutland Community Rehabilitation Company. • Nottingham City Homes • Nottinghamshire Fire and Rescue • Nottinghamshire Police • Other Local Authorities • Safeguarding Boards • Strategic Health Authorities • Universities • Voluntary agency partners • Youth Offending Team • The Cabinet Office

	For the purposes of a Domestic Homicide Review - HM Prison Service, housing associations, social landlords, general practitioners, dentists, teachers; and any other agencies determined by the scope of the review.
When any automated decisions are made about you	Not applicable.
When your data is processed outside the UK	Not applicable.

2.2. Commercial, Infrastructure and Energy Services

The reasons we process your data	For the purposes of supporting highway maintenance and energy efficiency projects, including: • Installation of dropped kerbs • Processing financial information • Processing personal injury claims relating to city highways • Promotion of energy efficiency • Providing and monitoring domestic solar panels and smart meters • Strategic planning and improvement
Why we are allowed to process your data	Legal obligation or public task under various UK laws including but not limited to: • The Localism Act 2011 Contract – dropped kerb, solar panel and smart meter services Consent – personal injury claims
Who we can share your data with	• Contractors carrying out installations • Courts • Funding bodies • Police • Utilities companies
When any automated decisions are made about you	Not applicable.
When your data is processed outside the UK	Not applicable.

2.3. Neighbourhood Services

The reasons we process your data	For the purposes of supporting Neighbourhood Services functions, including: • Allowing use of parks and open spaces for events and sporting activities • Collection of domestic waste
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	• Management of allotments • Management of burials, cremations and memorials • Management of council-owned car parks • Management of Workplace Parking Levy scheme • Prevention and detection of crime • Processing financial information • Provision of Supported Employment service at Woodfield Industries • Regulation of licensed activities, eg. fishing permits
Why we are allowed to process your data	Legal obligation or public task under various UK laws including but not limited to: • The Cremation Act 1902 • Cremation (England & Wales) Regulations 2008 • The Environmental Protection Act 1990 • Local Authorities' Cemeteries Order 1977 • Local Authorities (Amendment) Order 1986 • The Localism Act 2011 • The Refuse Disposal (Amenity) Act 1978 Contract – events, sporting activities, licenses, allotment tenancies Consent
Who we can share your data with	• Allotment associations • Contractors • Courts • Funding bodies • Government departments, eg. DWP • Immigration services • Nottingham City Homes • Police • Voluntary partners
When any automated decisions are made about you	Not applicable.
When your data is processed outside the UK	Not applicable.

2.4. Sports and Culture

The reasons we process your data	For the purposes of providing sports and cultural services, including: • Communications and marketing • Customer services • Delivery of sports lessons and training courses • Market research and consultations
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	• Management of leisure centres • Management of lifeguards and sports coaches • Management of markets and fairs • Management of volunteers • Management of the Nottingham Asian Arts Council • Offering hire of facilities • Performance monitoring • Processing financial information, eg. membership fees for leisure services • Provision of grants and funding • Ticket sales • Strategic planning
Why we are allowed to process your data	Legal obligation or public task under various UK laws including but not limited to: • The Localism Act 2011 • The Public Libraries and Museums Act 1964 • The Local Accountability & Audit Act 2014 Contract - leisure centre use, ticket sales Consent - direct marketing, consultation
Who we can share your data with	• Archives services • Courts • The Cabinet Office • Funding bodies • Police • Private sector partners, eg. The Harlands Group, The Retention People • Voluntary sector partners
When any automated decisions are made about you	• Sport and Leisure memberships: Where your membership direct debit payment is returned unpaid, the system automatically denies access to facilities until the account is brought up to date. • The Leisure Management system will generate a flag on a members account to prompt interaction with a member of staff.
When your data is processed outside the UK	Not applicable.

3. Development and Growth

The Development and Growth department is responsible for Planning, Housing, Commercial Property, Transport, Regeneration and growing the City's economy.

3.1. Development Management	
The reasons we process your data	To fulfil our statutory obligations in regulating planning and development, including:

	• Granting planning permission and enforcing planning law • Preservation of listed buildings and trees subject to Tree Preservation Orders • Public consultations • Regulation and enforcement of building control • To provide the HomeLink service
Why we are allowed to process your data	Legal obligations under various legislation including: • The Building Act 1984 • The Planning Act 2008 • The Housing Act 1985 • The Housing & Planning Act 2016 • The Planning (Listed Buildings & Conservation Areas) Act 1990 • The Town & Country Planning Act 1990 Contract Consent
Who we can share your data with	• Courts, eg. the Planning Appeals Tribunal • Police • Immigration services • Elected members and MPs (as your representative) • The general public (via the public planning register) • Fire and Rescue services • Government departments • Other local authorities • Police • Regulatory agencies, eg. The Environment Agency, the Highways Agency • Nottingham City Homes Ltd. • Nottingham Revenue and Benefits Ltd. • HomeLink partner organisations, eg. Nottingham City Homes, Metropolitan
When any automated decisions are made about you	In respect of HomeLink only: personal data is processed automatically during the HomeLink process, in order to allocate homes from the waiting list.
When your data is processed outside the UK	Not applicable.

3.2. Economic Development

The reasons we process your data	Provision of economic development and housing support services, including: • Engagement with local businesses
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	• Facilitation of international networking and Sister Cities programme • Issuing funding and grants • Prevention of homelessness • Promotion of economic growth • Provision of housing adaptations • Provision of employment and skills schemes • Strategic planning
Why we are allowed to process your data	Legal obligation or public task under UK laws including but not limited to: • The Housing Acts 1988, 1996, 2002, 2004 • The Homelessness Reduction Act 2017 • The Landlord and Tenant Act 1987 • The Localism Act 2011 • The Protection from Eviction Act 1977 Contract Consent - consultations
Who we can share your data with	• Contractors • Courts • D2N2 Growth Hub • East Midlands Chamber • Funding bodies • Government departments • Housing agencies • Immigration services • Local business partners • Midlands Engine • NHS services • Police • Probation • Private sector partners • Safeguarding boards • Universities • Voluntary sector partners
When any automated decisions are made about you	Not applicable.
When your data is processed outside the UK	When arranging international travel, eg. exchange programmes with sister cities.

3.3. Regeneration

The reasons we process your data	Provision of Regeneration activities including redevelopment projects including:-
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	• Liaison with developers, investors, local businesses, Registered Providers to build partnerships and to provide networking opportunities. • Liaison with citizens directly. • Supporting councillors in responding to requests and queries from members of the public. • Retention of Property Title Deeds and Plans. • Processing of financial transactions. • Customer services (enquiries etc.) • Employment relations, including contractual terms of employment (performance, sick records etc.) • Recruitment. • Project consultation. Consent Contract
Why we are allowed to process your data	Public interest and Consent • The Localism Act 2011 • The Housing Act 1985 • Contracts • Democratic Obligations • The Employment Act 2002
Who we can share your data with	• Nottingham City Homes • Funding bodies • Procurement Team • Elected members and MPs (as your representative) • EMSS (in relation to employees) • Other 3rd parties with consent Business interest Consent Contractual
When any automated decisions are made about you	n/a
When your data is processed outside the UK	n/a

3.4. Strategic Assets and Property

The reasons we process your data	• Collection of rent and non-domestic rates payments • Management of the leasing and occupation of properties owned by NCC • Managing applications for allocation of names and numbers to newly built streets
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	To manage the visitor, we run booking system Condeco, which facilitates employees of Nottingham City Council to book visitors into the correct meeting
Why we are allowed to process your data	Legal obligation or public task under various UK laws including but not limited to: - The Localism Act 2011 - Local Government Act 1972 - The Public Health Act Amendment Act 1907 - The Public Health Act 1925 - Towns Improvement Clauses Act 1847 Contract
Who we can share your data with	- Courts - Police - Contractors providing services, eg. Builders - Developers - Elected members and MPs (as your representative)
When any automated decisions are made about you	Not applicable.
When your data is processed outside the UK	Not applicable.

3.5. Traffic and Transport

The reasons we process your data	To fulfil our statutory obligations to regulate transport and highway works, and to provide related services, including: - Communications and marketing, e.g. travel updates on Twitter - Delivery of training programmes - Issuing of travel passes - Prevention and detection of crime - Research and consultations - Strategic planning
Why we are allowed to process your data	Legal obligation or public task under various UK laws including but not limited to: - The Localism Act 2011 - The Highways Act 1980 - The Traffic Management Act 2004 - The Road Traffic Regulations Act 1984 - The Local Transport Act 2008 - The Environment Act 1995 - The Environmental Protection Act 1990 - The Bus Services Act 2017

	• The Wildlife and Countryside Act 1981 • The Countryside and Rights of Way Act 2000 • The Local Accountability & Audit Act 2014 Contract – travel passes Consent – surveys and consultations
Who we can share your data with	• Contractors providing services on our behalf • Courts • Education providers • Fire and Rescue services • Government departments including The Cabinet Office • Police
When any automated decisions are made about you	Not applicable.
When your data is processed outside the UK	Not applicable.

4. Strategy and Resources

The Strategy and Resources department is responsible for providing the Council's internal support services including Human Resources, Finance, Legal Services and IT Services.

4.1. Finance	
The reasons we process your data	To carry out all financial matters: • For the proper administration of our financial affairs • To evaluate and improve the effectiveness of our risk management, control and governance processes. • To process financial transactions • To respond to enquiries • To investigate financial queries • For the purposes of processing Housing Benefit and Council Tax support applications and the collection of Council Tax • To recover debt • To issue SMS texts for unpaid debt • Financial reconciliation • Financial reporting • To generate invoices • To administer loans • To process applications to the Right to Buy scheme • To prevent and detect crime • To provide benefit and debt advice
Why we are allowed to process your data	Financial contractual and other contractual obligations, legal obligations under various authorities and for Public Interest: • Payment Card Industry • FSA • Licensing Act 2003

	• HMRC • The Local Government Act 1972 • The Local Government Finance Act 1988 • The Local Government Finance Act 1992 • The Localism Act 2011 • Local Accountability & Audit Act 2014 • Accounts and Audit Regulations 2015 • Social Security Acts • The Council Tax Reduction Schemes Regulations 2012 • The Housing Act 1985
Who we can share your data with	• EMSS • NCC internal departments • Debt recovery agencies • Enforcement Agents • Registry Trust Ltd • Credit Reference Agencies (Council Tax debt subject to Liability Orders) • Judicial Agencies • Central Government departments including The Cabinet Office • Other Local Authorities • Health Agencies • Nottingham Revenues & Benefits Limited • Nottingham City Homes • Other third parties contracted to maintain systems and or to process data on our behalf for the purpose of providing, supporting or developing the service.
When any automated decisions are made about you	N/A
When your data is processed outside the UK	N/A

4.2. HR and Customer	
The reasons we process your data	For the purpose of employee administration and organisational efficiency and effectiveness: • Payment of basic salaries, enhancements, overtime and reimbursement of expenditure • To administer the Local Government Pensions Scheme, Teachers' and NHS Pensions • Statutory and organisational reporting • Employment relations, including contractual terms of employment • Monitoring and training purposes • Recruitment and exiting the organisation

	For the purpose of fulfilling legal and democratic obligations: • Registration of births, deaths and marriages • Provision of a Coroner's service for Nottingham and Nottinghamshire. • Supporting councillors in responding to requests and queries from members of the public • Recording and responding to public comments, complaints and compliments
Why we are allowed to process your data	To fulfil contractual obligations, legal obligations and public interest. • The Pensions Regulator • The Pensions Act 2008 • The Employment Act 2002 • The Equality Act 2010 • The Registration Act 1983 • The Local Accountability & Audit Act 2014 • The Coroners and Justice Act 2009 • The Treasure Act 1996 Consent Contract
Who we can share your data with	NCC shares data with: • Courts and tribunals • Council tax billing authorities • HM Coroners Service • Electoral Registration Officers • EMSS • Organisational governance boards, eg. Equality Board • Disclosure and Barring Service • Funeral directors • General Register Office • Government departments and bodies, eg. HMRC, DWP, DVLA, Passport Office, Department for Education, Home Office and the Cabinet Office • Law Society • Local authorities • Local Safeguarding Children Board • NHS • Medical registration bodies, eg. General Medical Council, General Pharmaceutical Council • Office of National Statistics • Police • Public pension payers

	Employee Benefits Provider
When any automated decisions are made about you	- Payroll information is automatically collated from Oracle when employees apply for MoreTime benefits scheme; an assessment of eligibility is made from this data 'Tell Us Once' service permits registrar to automatically inform other council services and external government agencies of an individual's death
When your data is processed outside the UK	N/A

4.3. Legal and Governance

The reasons we process your data	For purposes of: - Service delivery - Prevention and detection of crime - Legal proceedings, eg. Family law cases where social care is involved - Investigations - To process requests and enquiries - To maintain the electoral register - To run elections - To carry out land charge searches on behalf of property purchasers - Emergency preparation and response - Facilitating school admissions appeals - Fulfilling statutory duties of councillors
Why we are allowed to process your data	For Legal Obligations, Public Interest, Consent: - The Representation of the Peoples Act 1983 - The Local Government Act 1894, 1972, 2000 - The Immigration Act 2016 - The Localism Act 2011 - Freedom of Information Act 2000 - Data Protection 2018 - General Data Protection Regulation - Health and Safety Act - The following areas of law/common law: - Adult Social Care - Children - Commercial - Contracts - Conveyancing - Education - Employment - Environmental - Highways - Housing - Litigation

	• Planning • Property
Who we can share your data with	• Police and other crime enforcement agencies. • Judicial Agencies • Legal representatives • Local Resilience Forum • Other Local Authorities • Other public authorities, e.g. Health organisations, Government departments. • Regulating bodies, e.g. Information Commissioner's office. • Emergency services • Voluntary organisations • Expert witnesses • Financial institutions
When any automated decisions are made about you	N/A
When your data is processed outside the UK	N/A

4.4 Strategy and Policy

The reasons we process your data	• Service delivery • Reporting and Analysis • Investigations • Monitoring • Statutory returns
Why we are allowed to process your data	To fulfil contractual obligations, legal obligations, and public interest: • The Localism Act 2011 Consent – public surveys and consultations
Who we can share your data with	• Other Local Authorities • NCH • Government departments • NHS
When any automated decisions are made about you	N/A
When your data is processed outside the UK	N/A

4.5. Communications and Marketing

The reasons we process your data	For the purposes of: • To provide information • To promote events • To engage with all communities
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	• To engage with local businesses • To promote access to services • To respond to enquiries and requests from the public • To conduct market research and improve services
Why we are allowed to process your data	Consent
Who we can share your data with	• Other 3rd parties with consent
When any automated decisions are made about you	N/A
When your data is processed outside the UK	N/A

4.6. One Nottingham	
The reasons we process your data	For purposes of forming partnerships and connecting Nottingham: • Run Events • To build partnerships • To provide networking opportunities
Why we are allowed to process your data	Consent
Who we can share your data with	• Voluntary Sector organisations • Police • Health organisations • Educational establishments • Private businesses • Other Local Authorities
When any automated decisions are made about you	N/A
When your data is processed outside the UK	N/A