

Service Area: Community & Family Learning
Directorate: Growth & City Development

PN-233

05/2022

Community & Family Learning 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.

Nottscfl.app is a web-based application developed to support and enhance learning both in the classroom and remotely. The application allows student users to access online learning content and activities, record and evidence their learning, and communicate with their teacher and other learners in their class.

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 enabling us to:

- create your account to access and use our service, including:
 - Accessing online learning content
 - Recording and evidencing your learning, including adding content to My Targets, My Learning Plan and Tasks
 - Communicating with teachers and other learners, including sending messages via nottscfl.app either privately or in Classroom Chats
- To enable us to research, understand, and analyse trends of users to improve and develop new features for our product.

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 may relate to:

- Your name
- Your Phone number
- Your Profile picture (optional and can be changed or removed by you at any time)
- Your content added to My Learning Plan, My Targets and My Tasks in the form of text, voice recordings, photos, video and hyperlinks
- Your messages sent and received in nottschl.app which could be in the form of text, voice recordings, photos, videos and hyperlinks.

Lawful basis for processing

The basis under which we use your personal information for these purposes is your consent (Article 6 1) a) of the UK GDPR).

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 your personal information with:

- Northcoders – the application developers
- Your learning provider (so relevant one of the following): The Life Education Centre, Nottingham Ice Arena, Right Track Social Enterprise, Second Chance Learning Academy, Enable, The WEA, or Futures

The information provided by you 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 to provide some of the information that is specified here. However, we would not be able to provide you access to the app and its functions without much of the information you provide, such as your mobile number.

How long will the Council retain the data for?

The information that you have provided within your account and associated information within the nottschl.app will be retained for 1 year after you finish your course with Nottingham City Council and the Learning Provider.

Prior to deleting an account, we will download an archive copy of your completed learning plan and targets, which we will keep securely in for 5 years.

The Council publish an Information Asset Register (IAR), this will outline the retention periods for the personal data we process. You can find this IAR on our website <https://geoserver.nottinghamcity.gov.uk/information-asset-register/>

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> .