

**Nottingham City Council
Information Compliance**

**Crocus Fields
Children's Residential Care
Children's Integrated Services**

June 2020

We will use the information provided by you to respond to your query when you complete the 'Get in Touch' section on the website. The basis under which the Council uses personal data for this purpose is that it is necessary for the performance of a task carried out in the public interest of the council namely providing short breaks. You are not obliged, either by statute or by contract, to provide the information that is requested here. However if you wish to use our services then you will need to provide information so we can process your request.

If the information is in relation to a miscellaneous request then your information will be kept on file until the request is dealt with and then will be deleted within seven days. If the information is in relation to a child who receives this service then it will be kept on file for a period of 100 years. For further information please see our retention schedule at <http://nccgisdevw2k121.nottinghamcity.gov.uk/iar-public/>

The Data Controller is Nottingham City Council, Loxley House, Station Street, Nottingham NG2 3NG

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.protection@nottinghamcity.gov.uk .

The General Data Protection Regulation and the Data Protection Act 2018 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 Commissioners Office at Wycliffe House Water Lane Wilmslow, Cheshire SK9 5AF and also see 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> .