

Short Form Privacy Notice

We will use the information provided by you to support Nottingham City Council's SOLAR Team (Sport, Outdoor Learning, Life Skills, Adventure and Risk Management). Listed below are our services:

- Off-Site Visit Approval
- EVOLVE
- School Swimming
- Swimming Galas
- Water Safety/Waterwise
- Outdoor & Adventurous Activities
- Colwick Park Adventure Centre
- The Arches Adventure Base
- The Transformer Mobile Climbing Wall
- Residential Camps, Wollaton, Newstead, Colwick Park
- Narrowboat Project
- The Sheriff's Challenge
- Opportunity Notts
- My School Challenge
- Whynott Transport
- School Sport Nottingham
- Training

The basis under which the Council uses personal data for this purpose is for:

- Managing and monitoring SOLAR services
- Promotional activity
- Delivering services and support to customers and service users
- Planning events
- Dealing with and investigation of enquiries and complaints
- Service and lesson planning
- Attainment and rewards
- Responding to requests for information
- Health and safety
- Emergency planning
- Carrying out surveys and audits
- Charging for services
- Reporting to Local Government, professional and supervisory authorities
- Equal opportunity and diversity monitoring
- Responding to Councillors' enquiries
- Carrying out Disclosure and Barring Service check

The SOLAR team can be contacted by emailing: why.nott@collegest.org.uk

The information provided by you could include the following special categories of personal data:

- Physical or mental conditions (medical data)
- Criminal offences/convictions (carrying out Disclosure and Barring Service checks)

Information in these categories is used by the Council on the basis that such use is necessary for reasons of substantial public interest, and in accordance with the provisions of the Data Protection Act 2018.

You are obliged by statute to provide the information that is specified here.

The information that you have provided will be kept for 3 years, unless your contract with us exceed this. For example:

Document	Statutory Retention Period	Reasons / Recommendations for Retention Period
Financial, Accounting & Tax Records	6 years	6-10 years - Best practice.
Contracts and Agreements	N/A	12 years after completion (including any defects liability period) Limitation on legal proceedings
Meeting Minutes	N/A	6 years - Best practice.
Strategic Management	N/A	5 years after plan completion. Best practice
Disclosure and Barring	N/A	3 years - Good practice

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 <https://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 data.protection@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 Commissioners Office at Wycliffe House Water Lane Wilmslow, Cheshire SK95AF and also see the Information Commissioners website at <https://ico.org.uk/for-the-public/personal-information/>

For more information about these rights please refer to our detailed privacy statement at <https://www.nottinghamcity.gov.uk/privacy-statement>