

Privacy Notice for Nottingham Car Park Mobility Hubs Survey



Nottingham City Council Information Compliance

Service Area: Parking Services
Directorate: Planning and Transport Division
PN-0361

02/2024

The **Innovation and Change Team** 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.

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:

- For on-going monitoring of the Mobility Hubs project performance and quality
- For obtaining feedback and opinions on the Mobility Hubs project from local businesses, charities and organisations
- For publicity and promotional materials
- For evaluation of the Mobility Hubs project and use any learning experiences to amend and improve future sustainable transport services
- For data contributions by Nottingham City Council to the grant provider of the Mobility Hubs project – the Department for Transport

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 will relate to your: (this may include all, or some of the following, depending on the service).

- Your first and second name
- Your email address
- The name of your business, charity or organisation

- The postcode of your business, charity or organisation
- A description of your business, charity or organisation (e.g. pharmacy, restaurant, barber etc.)

Lawful basis for processing

The basis under which we use your personal information for these purposes is that this is necessary for the performance of a task carried out in the public interest by the Council or in the exercise of official authority vested in the Council.

If you no longer wish to take part and have us use your details, you can email transport.strategy@nottinghamcity.gov.uk

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 does not intend to share your personal information.

However, anonymised data may be shared as follows:

- Department for Transport (or their elected representative). The data shared with the Department for Transport will be in an anonymised format and will be limited to:
 - A description of your business, charity or organisation (e.g. pharmacy, restaurant, barber etc.); and,
 - The feedback and opinions given on the Mobility Hubs project.
- The purpose of sharing this data with the Department for Transport is for reporting purposes.

The information 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 or contract to provide the information that is specified here. However, if we were not able to process your personal data than we are unable to take your response to the survey into account.

How long will the Council retain the data for?

The information that you have provided will be kept for 6 years following the end of the project in line with its retention schedule on the Information Asset Register.

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:

OFFICIAL



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> .