

Worksop Turbine Business and Innovation Centre Privacy Notice

Introduction

This privacy notice explains how the Council uses your data in relation to services provided from The Worksop Turbine. This includes using your information to reference check your suitability for use of the facilities and the services offered.

Who will be using your data?

Nottinghamshire County Council will be the data controller for the data you provide to us.

We may also contract third party organisations to process your data on our behalf (e.g. suppliers of business systems such as our Business Management System).

What personal data do we use?

- Name and Contact Details
- Age
- Date of Birth
- Address
- Other ID numbers
- Business Activities
- Licences and permits held
- Emergency contacts
- Case file information

What types of special category personal data do we need from you?

- None

We also process data about criminal convictions, criminal offences or related security measures.

Why do we use your data?

- For service delivery
- For service planning, training and improvement
- To prevent and detect crime or fraud
- For research purposes
- For marketing purposes

What legal reasons allow us to use your data in this way?

Our legal basis for processing your personal data is that it is necessary to fulfil the terms of our contract with service users, and/or that it is necessary to perform our

public tasks as a local authority. We also have a statutory duty to collect certain information for the purposes of health and safety.

Our legal basis for processing data about criminal convictions, criminal offences or related security measures is to fulfil our legal obligation regarding prevention of money laundering.

Who may we share your data with or receive it from?

- Credit referencing agencies
- Disclosure and Barring Service

May personal data be transferred overseas?

The Council may for operational purposes transfer personal data overseas. In these cases, we will ensure that your personal data is protected and there are safeguards for the protection of your rights. Please refer to the [County Council's privacy statement](#) for further details.

How long is your data kept for?

This information is held in accordance with the Council's retention schedule – see [here](#).

What will happen if you do not provide or we cannot obtain the data needed?

Workshop Turbine have a legal requirement to track and obtain data for compliance purposes, should you not be able to provide the mandatory information this would result in any applications for serviced use being unsuccessful.

Data collection is carried out upon your initial contact with The Centre team and also annually upon renewal. You therefore have a duty to provide the information when requested, as non-compliance may also result in licence agreements being terminated upon renewal of contracts.

Does the service make decisions using fully automated processes?

Workshop Turbine use a credit referencing agency to collect data in support of the money laundering application process. This process is carried out to ensure minimal risk is encountered.

What rights do you have over this use of your data?

- To be informed about how we use your data
- To access a copy of your data that we process
- To have us rectify or correct your data that we process
- To restrict our processing of your personal data
- To object to the use of your data
- To have your personal data erased
- To request that we transfer your information to you or another organisation
- To object to fully automated decision making

- To withdraw your consent (if it the legal reason why we use your data).

Some of these rights are subject to exceptions. Please refer to the [County Council's privacy statement](#) part 10 for further details.

Contact the Data Protection Officer:

If you have any concerns about how the Council is using your data, you can contact the Council's Data Protection Officer by writing to:

DPO@nottscc.gov.uk

Or

Data Protection Officer
Nottinghamshire County Council
County Hall
West Bridgford
Nottingham
NG2 7QP

Please see the County Council's privacy statement for further information:

<http://www.nottinghamshire.gov.uk/global-content/privacy>

Contact details of the Information Commissioner's Office:

If you are unhappy with how your data has been processed by the Council or you feel your data protection rights have been breached, you have the right to complain to the Information Commissioner's Office at:

www.ico.org.uk

Or

Wycliffe House
Water Lane
Wilmslow
SK9 5AF

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