

## County Supplies Privacy Notice

**On 7 May 2019, Nottinghamshire County Supplies and Herts FullStop (part of Hertfordshire County Council) joined together in a new collaborative agreement.**

**Nottinghamshire County Council has approved this new approach to improve and expand the range of services available to County Supplies customers. Customers have been written to, to explain this change. Customer data was transferred to Herts FullStop to enable continuity of service.**

**With effect from the 7 May 2019 Herts FullStop became a data controller for customer data and their privacy notice can be found at:**

**<https://www.hertsfullstop.co.uk/support/privacy-and-cookies>**

### **Introduction**

This privacy notice explains how the Nottinghamshire County Council County Supplies Service uses your data to process customer orders.

### **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
- Address
- Other ID numbers
- Business Activities
- Emergency contacts
- Case file information

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

- None

### **Why do we use your data?**

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

- 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 in our legitimate interest or necessary for the performance of a contract.

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

- Customers
- Service users
- Contracted commercial partners where data sharing is deemed to be of benefit of customers

### **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?**

- We could not process your order.

### **Does the service make decisions using fully automated processes?**

No.

### **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](mailto: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](http://www.ico.org.uk)

Or

Wycliffe House  
Water Lane  
Wilmslow  
SK9 5AF

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