



# Privacy Notice for the Travel Well Community Grant Scheme

**Service Area: Transport Strategy**  
**Directorate: Growth & City Development**  
**PN-362**

**February 2024**

Travel Well is the name of the programme led by the Transport Strategy team as part of Nottingham City Council, who are the data controllers for the personal data (or personal information) that we process about you or your organisation. 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.

Nottingham City Council is part of a national pilot scheme led by Active Travel England to explore whether social prescribing of walking and cycling activities can help to increase levels of walking, wheeling and cycling. As part of Travel Well, community groups can apply for a grant for assets. The information collected here will be used to evaluate whether community group will receive the funding.

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 will help us understand details about your role in the group and about the group itself.

The following categories of personal will be collected for the evaluation process:

- Name
- Job title
- Contact phone number
- Email address

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A URN or Unique Reference Number will be generated from your application in order to file and further monitor the application.

## 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. This is a result of the powers or duties contained in:

- Section 1, Localism Act 2011
- Local Government Act 1972
- Section 12, Health and Social Care Act 2012

## 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 and support 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 may share your name and that of your community group and your details of application with:

- **Nottingham Community Volunteer Service** – the organisation supporting the community-led parts of Nottingham’s Travel Well programme.
- **Primary Care Networks social prescribers for 1, 6 and 9** - the organisations providing local healthcare services in areas of the city where the Travel Well programme is available.
- **The Travel Well Activity Providers** including Women In Tandem, Ridewise, Nottingham Bikeworks and Sustrans – the groups providing the activities in the area
- **Nottingham Trent University Business School** - the organisation supporting the City Council with the evaluation of Nottingham’s Travel Well programme.

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- **Sheffield Hallam University** - the organisation supporting Active Travel England with the evaluation of the national Active Travel Social Prescribing pilot programme.

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/privacystatement/>. The information will only be used for any 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 are not able to process your data, we will not be able to proceed with the application.

## How long will the Council retain the data for?

The information that you have provided will be kept until the completion of the project. This will be at least until October 2026. The Council publish an Information Asset Register (IAR) which outlines 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

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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](mailto: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](http://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:

Wycliffe House,  
Water Lane  
Wilmslow,  
Cheshire  
SK95AF

[www.ico.org.uk](http://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>.

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