

This Privacy Notice is designed to help you understand how and why North Yorkshire Education Services (NYES) processes your personal data. This notice should be read in conjunction with the Council's [Corporate Privacy Notice](#) and other purpose specific notices which can be found at the end of this page where applicable.

#### Who are we?

North Yorkshire County Council (NYCC) is a 'Data Controller' as defined by UK Data Protection Legislation.

NYCC has appointed **Veritau Ltd** to be its Data Protection Officer. Their contact details are:

Information Governance Office  
Veritau Ltd  
County Hall  
Racecourse Lane  
Northallerton  
DL7 8AL  
01609 53 2526

#### What personal information do we collect?

The amount of personal data we collect is very limited and only includes information relating to your job role which includes your Job Title, work address, email and telephone number.

#### Why do we collect your personal information?

We collect this data in order to keep you up to date with any changes to services you purchase from us and, where you have requested, we will also use this data to provide you with relevant news from NYES and developments within the business.

#### Who do we share this information with?

This information will only be used by NYES and will not be passed to any third parties.

#### How long do we keep your information for?

Information will be held on our system for a period of five years. After this time, we will ask you to review your record and ensure details are still correct.

#### What is our lawful basis for processing your information?

The information we collect is processed as part of your contract with us regarding the services you have purchased and so that we can keep you informed about that service.

Where you have requested that we keep you up to date with relevant news this processing will be based upon consent.


Where we contact you with information regarding our services which you have not specifically requested, your information is being processed under the legitimate interests' basis.

**If you require any further information please contact NYES:**

T: 01609 533222

E: [nyes@northyorks.gov.uk](mailto:nyes@northyorks.gov.uk)

[www.nyeducationsservices.co.uk](http://www.nyeducationsservices.co.uk)

 [@nyedservices](https://twitter.com/nyedservices)