

9. Data Protection issues

A privacy statement is available from all points on the site.

Separate standards for forms' design are in preparation.

Online forms must include the following statement:

Data Protection Action 1998

The personal information collected on this form will be processed on computer to provide and manage the information or service that you have requested.

**For further details regarding your privacy please see our Privacy Statement
<http://www.nottinghamshire.gov.uk/home/privacystatement.htm>**

Forms that collect **sensitive** personal data must not be used unless security of data can be ensured.

Photographs containing close-ups of individuals must not be displayed without completed permission forms – for copies, adult and child versions, see Appendix 1 in the **Corporate Communications Strategy**.

Cookies should not be used