

Leicestershire County Council Fair Processing Notice

This notice is to tell you about why we need your information and how we will handle it. This notice is for

Healthy Workplaces Leicestershire

What Information do we need from you?

We need to know the following about you depending on which services you choose to use:

- Your name
- Your contact details, email address
- Your job title
- Name of workplace and its address
- Employee information
- Your computer IP address
- Information you provide when subscribing to the service
- Payment information

Why do we need this?

We need this information so that we can offer you this service, including:

- Responding to your contacts
- Provide specific services
- Send notifications/communications
- Provide statistical information (this will be provided and reported anonymously).

Why are we allowed to process your information?

Data protection law allows us to process your information within certain conditions. In this case we are using our public task through improving the health and wellbeing of individuals.

We will not be processing any sensitive personal data.

Who will we share this with?

Sometimes we need to share your information with others. We will only do this when it is necessary in order to offer you this service, or if we are required to do so by law. We will be sharing your personal information with our employees and contractors. We do not plan to share it with anyone else or use it for anything else.

How will we keep it secure?

We will take all reasonable steps to prevent the loss, misuse or alteration of your personal information. Only the people who need to see your personal information will be allowed access to it. We will not send your information outside of the UK/ Europe.

How long will we keep it for?

We will only keep this information for as long as necessary or as the law requires. For these purposes this will be two years after your last contact.

What if something changes?

If the information you provided changes or your circumstances change, please amend the details on your account at your earliest convenience. If we need to change something like who we want to share this information with, we will contact you to let you know.
