

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:

Environment and Transport Department – Bikeability Training

What Information do we need from you?

We need to know the following:

- Course attendee (child) - name, gender, ethnicity, school year group, their address, phone number, e-mail address, name of school attended
- Information about medical conditions (including medication)
- Special Educational Needs and Disability (SEND) information and details of any medical conditions (including medication)
- Whether the child is eligible for Pupil Premium Funding (PPF)
- Emergency contact – name, address, phone number, e-mail address and legal relationship to the attendee

This information is provided by the school that your child attends.

Why do we need this?

We need this information so that we can deliver the Bikeability courses to attendees and to evidence claims for funds for the courses from central government. We require the medical information to enable us to make the courses as inclusive as possible.

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 public task as the lawful condition for us to do this.

We also need an appropriate lawful reason to processing the attendee's medical information which classes as sensitive data. In this case we are processing your sensitive personal data because it is in the substantial public interest (statutory and government purposes).

Who will we share this with?

Sometimes we need to share your information with others. We will only do this when it is necessary to offer you this service, or if we are required to do so by law. In this case we will only share your information with the class tutor/s that will be running the course. 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.

How long will we keep it for?

We will only keep this information for as long as necessary or as the law requires. For this service that would normally be for 3 years from the attendees 18th birthday.

What if something changes?

If the information you provided changes, or your circumstances change, please contact etdataprotection@leics.gov.uk. If we need to change something like who we want to share this information with, we will contact you to let you know.