

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 – Events Management

What Information do we need from you?

We may need to know the following about you: your name, address and contact details, payment details, and any existing medical conditions that we should be aware of. We may also ask for feedback and information relating to Equalities & Diversity monitoring which will be voluntary and anonymised before use.

Why do we need this?

We need this information so that we can provide the service.

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

We also need an appropriate lawful reason for processing your medical information (where relevant) which is classed as sensitive personal data. In this case we are processing your sensitive personal data because it is in the substantial public interest, or because you have given your consent.

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 do not plan to share it with anyone else or to 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 as an attendee, that would normally be kept for a period of 1 year. For this service as a speaker this would be for a period of 7 years.

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.