

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 & Transport Department – Waste Initiatives’ Classes

What Information do we need from you?

We need to know the following about you: Your name, address and contact details including email address as well as any reasonable adjustments or access requirements. We will also ask you for information to support equalities & diversity monitoring, but this will be anonymised before use.

Why do we need this?

We need this information so that we can manage Waste Initiative class bookings, and so that we can send out class evaluations and other information on waste and environment initiatives if you allow us to. These evaluations will be sent to you before the class and 3, 6 and 12 months after the class. This is to help us monitor and improve the classes.

We require an address, telephone number and postcode to ensure that you are a Leicestershire resident and to contact you to advise on changes and cancellations to classes or if you are absent or late to a class.

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/ access requirements (where relevant) which is classed as sensitive personal data. In this case we are processing your sensitive personal data to provide the service, 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, such as your class tutor. 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 use it for anything else. When it is necessary, we may disclose your personal information to the following organisations: specific contractors undertaking work on our behalf.

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 or 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 this service that would be for 2 months after the 12-month evaluation has been sent.

If you choose to sign up for more information on Waste and Environment Initiatives, we will keep this information until you choose to unsubscribe.

What if something changes?

If the information you provided changes, or your circumstances changes 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.