

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 – Section 106 Bus Pass Application Information

What Information do we need from you?

We need to know the following about you: Name, Address, Email Address, Telephone number, Date of birth

Why do we need this?

We need this information so that we can process your application for a bus pass.

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 compliance with a legal obligation as the lawful condition for us to do this.

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.

In this case we will only share your information with the bus operator in order for them to issue your bus pass. We may also share your information with the property developer who has funded your specific bus pass scheme if requested. 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 we will keep the details in perpetuity for legal purposes.

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.