

## **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 – Civil Parking Enforcement**

#### **What Information do we need from you?**

We may record the following data about you: your name, address, contact details, car registration, and incident details.

#### **Why do we need this?**

We need this information to allow us to carry out the processing and issuing of Penalty Charge Notices for Civil Parking Enforcement.

This information will also help to identify whether the relevant permit is held for each vehicle in residential parking areas. The registration details of the car will be checked with our database to determine whether the relevant permit is held and if not a penalty charge notice may be issued.

#### **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 the performance of a public task condition for us to do this.

No sensitive data will be processed as part of this service.

#### **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 use it for any other purpose or share it for any other use with anyone else. When it is necessary, we may disclose your personal information to the following organisations: other approved partners and enforcement agents where necessary.

#### **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 it will 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](mailto:etdataprotection@leics.gov.uk) If we need to change something like who we want to share this information with, we will ensure that this Fair Processing Notice is updated and re-published.

