

## **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:

### **QuitReady Stop Smoking Service.**

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

We need to know the following about you: name, address, email address, telephone number, date of birth, and any relevant health information.

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

We need this information so that someone from the QuitReady Stop Smoking Service can contact you and discuss how we can help you to quit smoking. We will also use mobile telephone numbers to send out an anonymised text survey rating the service. We may also use your information to get in touch with you to see how your quit attempt is progressing, or if we lose touch with you during your treatment programme.

#### **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 your consent as the lawful condition for us to do this. You can withdraw your consent to this processing at any time. In this event please contact us on the email address below.

We also need an appropriate lawful reason to processing sensitive data. In this case we are processing your sensitive personal data because you have given your explicit 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 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: Your GP should we need to discuss information around medication used during your stop smoking programme, this could be to find out whether certain medications are suitable or to report any side effects. However, we will only ever contact your GP with your consent.

#### **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 three months. For full details please see our retention schedule:

[www.leicestershire.gov.uk/about-the-council/data-protection-and-privacy/storing-your-information](http://www.leicestershire.gov.uk/about-the-council/data-protection-and-privacy/storing-your-information)

#### **What if something changes?**

If the information you provided changes or your circumstances change please contact [quitready@leics.gov.uk](mailto:quitready@leics.gov.uk) or call on 0345 646 6666 or write to QuitReady Stop smoking service,

QuitReady Service FPN. Version 2 from 24/10/2023

G58, Public Health, LCC, Glenfield Road, LE3 8TB. If we need to change something like who we want to share this information with, we will contact you to let you know.