

## **Consultation recycling and household waste site service 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:

### **Leicestershire County Council public consultation on proposed changes to the recycling and household waste site service.**

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

Your participation in the public consultation is completely voluntary. All questions in the questionnaire are optional. We ask which area you live in, your post code, which recycling and household waste site you use as well as why you use this site and how often you use a site. We also ask for your views on a number of proposed changes to the recycling and household waste site service.

As is standard for all Leicestershire County Council questionnaires, for equality monitoring we ask your gender, age, ethnic group and sexual orientation. These questions are optional for you to answer.

We do not ask participants to identify themselves as our purpose will be to obtain Views on the recycling service. There may be occasions where identification is possible from the information in the responses or accidentally disclosed information in the free text boxes. For these reasons we are treating the information as personal data.

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

We need this information to understand the potential impacts of proposed changes to the recycling and household waste site 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 our official authority or performance of a public task as the lawful condition for us to do this.

We also need an appropriate lawful reason to process sensitive data. In this case we are processing your sensitive personal data because of substantial public interest for equality of opportunity or treatment.

#### **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 other officers or elected members within the Council or consultants working with us. 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 that would normally be 5 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 contact you to let you know.