

Leicestershire County Council Fair Processing Notice

Work Ready Webinars

This notice is to tell you about why we need your information and how we will handle it. This notice is for Work Ready webinars, delivered by BT and hosted by Leicestershire County Council.

These webinars may be recorded for the internal use of Leicestershire County Council. Recordings will not be shared outside of the organisation.

What Information do we need from you?

We need to know the following about you: name and/or organisation name, email address, age range, employment status and district of residence.

Why do we need this?

We need this information so we can process your sign up for the Work Ready webinars and internally report the statistics of the groups that have signed up for the sessions.

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.

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 share it with anyone else or use it for anything else. When it is necessary, we may disclose statistical data to the following organisations: BT Group, Local Authority, District Councils, Department of Works and Pensions, Colleges and Universities, Training providers, Voluntary Sector & Charities.

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 delete your personal information once the management of the service has been completed. We will then only retain the statistical data.
