

## **Street Lights Dimming Pilot - Fair Processing Notice**

This notice is to tell you about why we need your information and how we will handle it. It is for people reporting that a lamp is too dim via our on-line Report Form. This is part of an 18-month pilot to trial reduced street lighting to 30% intensity after 8pm.

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

We need to know the following about you: your email address and telephone number.

If you feel that a lamp is too dim between 8pm and 10 pm we are offering an option to complete the section which gives further demographic and special category information about you such as gender, age, ethnicity, disability, religious beliefs and sexual orientation.

There may be occasions where further identification is possible from the information in the responses or accidentally disclosed information in free text boxes. For these reasons we are treating the information as personal data.

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

We need this information so we can get in touch with you if your contact requires feedback and equality monitoring.

### **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 monitoring purposes.

### **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. When it is necessary, we may disclose your personal information to the police if your feedback involves the reporting of a crime. We will anonymise responses for any further statistical or monitoring purposes.

### **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 for 7 years. Any equalities monitoring information will be retained for a period of 3 years to allow for monitoring and evaluation.

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

If we need to change something like who we want to share this information with, we will contact you to let you know.