

# **Leicestershire County Council Fair Processing Notice**

## **Environment and Transport Department – Consultation mailing list**

This notice is to tell you about why we need your information and how we will handle it. This notice is for: Environment & Transport Department – Consultation and Engagement Mailing Lists

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

We need to know the following information about you in order to send you any future emails regarding consultations for Highways: Name, name of organisation (if appropriate), email address.

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

We need this information so that we can contact you about future consultation and engagement exercises which will improve our services and benefit our communities.

### **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 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, or if we are required to do so by law.

In this case we will only share your information with other officers within the Council or consultants working with us in order to provide the service. 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 kept for a period of 5 years.

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

If the information you provided changes, your circumstances change or you want to withdraw your consent for us to process your information please contact [TSaP@leics.gov.uk](mailto:TSaP@leics.gov.uk) or [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.