

## **Leicester and Leicestershire Strategic Planning Partnership 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

The Leicester and Leicestershire Strategic Planning Partnership

(Blaby District Council, Harborough District Council, Leicester City Council, Leicester and Leicestershire Enterprise Partnership, Northwest Leicestershire District Council, Charnwood Borough Council, Hinckley & Bosworth Borough Council, Leicestershire County Council and Oadby & Wigston Borough Council)

If you make any enquiries and/or wish to be kept informed about the Strategic Growth Plan and related spatial planning processes in Leicester and Leicestershire, this document explains how we process your data in a fair and transparent way.

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

We need to know the following about you: your name, email address and the area in which you live. You can also provide your contact number and your organisation (if applicable), although this is optional.

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

We need this information so that we can respond to your enquiry.

If you agree we will also use your contact details to keep you informed about progress with the Strategic Growth Plan and related spatial planning processes in Leicester and Leicestershire.

### **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.

We also need an appropriate lawful reason to process sensitive data. We would not expect to process any sensitive data within this service, but should you provide sensitive information within your enquiry we would be processing it because you have given your 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 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 outside of the Strategic Planning Partnership.

### **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 years from our last contact with you.

## **What if something changes?**

If the information you provided changes or your circumstances change, please contact [strategicgrowth@leics.gov.uk](mailto:strategicgrowth@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.

If you no longer wish to receive updates from the partnership or would like your contact details removed, please contact [strategicgrowth@leics.gov.uk](mailto:strategicgrowth@leics.gov.uk).

## **What are your rights?**

You may request to see a copy of the personal information we hold about you. The law also provides you with other rights regarding your information including some around; correction of inaccurate data, objection to processing, moving your information to somewhere else, and in some cases, getting your information deleted.

If you are unhappy with the way your data is being handled or if you need to contact Leicestershire County Council's Data Protection Officer, please contact the Information Governance Team: [informationgovernance@leics.gov.uk](mailto:informationgovernance@leics.gov.uk)

If you are not satisfied with any response you may receive from us based on a complaint or concern about your personal information, you then have the option of contacting the Information Commissioners Office to take that complaint further. The Information Commissioners Office does like to see that you have raised a complaint with the Council first and received a response before contacting them. If you do wish to contact them, the address details can be found below:

The Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545 745 (national rate)

Website: [www.ico.org.uk](http://www.ico.org.uk)

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)