

Civic and Member Support and Leicestershire Lieutenancy 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

Chief Executives Department, Civic and Member Support and Leicestershire Lieutenancy

What information do we need from you?

We need to know the following about you:

- Name including title, and where applicable profession and post nominals.
- Email address
- Postal address including Post Code
- In some cases, the organisation, charity, or company that you work for or represent.
- If you are nominating a young person for the *Lord-Lieutenant's Young Person of the Year*, we will ask for date of birth, and other personal information about the nominee so that the nomination can be assessed.

Why do we need this?

We need this information so that we can process as follows:-

Civic or Lieutenancy occasions and events

It is important to us that we build and maintain professional working relationships with our partners and those involved in Civic and Lieutenancy Occasions.

This correspondence will include a variety of information depending upon the occasion, but may contain invitations, menus, letters, reports, guidance or speech notes.

Lord Lieutenant's Young Person of the year Award

To process your nomination and to be able to consider the young person for an award during the long and short-listing process.

To contact you and your nominee regarding the outcome of your nomination.

If successful, the information will be required to contact you regarding the arrangements that need to be made for the awards evening. This will include correspondence such as invitations and certificates. The detail around the young person's nomination is also needed on the night to form a citation before the award is presented.

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 the case of the *Lord-Lieutenant's Young Person of the Year Award*, we are processing sensitive personal data because you have given your consent. [Note – during the nomination process, you are explicitly asked for the consent of the parent/guardian of the young person for us to process this information]

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.

Your name and contact details may be shared with venues hosting events on behalf of the County Council. Otherwise, there are no other circumstances in which we would need to share your personal details. If you do not wish for this information to be shared, please contact us.

In the case of the *Lord-Lieutenant's Young Person of the Year Award*, the details of the young person being nominated for an award will be shared with the judging panel. If shortlisted as a finalist, the young person's story will be shared with the audience during the awards evening in the form of a citation. This will be shared with the young person and their responsible adult beforehand so that they can approve its content.

The details of the nominator will be shared with the communications team so that they can be contacted about future awards.

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 the information for up to five years. If you wish for us to delete your personal information from our records after a particular occasion, please contact us.

What if something changes?

If the information you provided changes or your circumstances change please contact the Civic and Member Support and Leicestershire Lieutenancy office by emailing Lieutenancyoffice@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.

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

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

Email: casework@ico.org.uk