

Leicestershire County Council 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:

Environment and Transport Department – School activity lending agreement

What Information do we need from you?

We need to know the following about you: School name. The representative of the school's name, job title, contact number and email address. We will also ask you for a follow up evaluation, but this will not contain any personal information.

Why do we need this?

We need this information so that we can provide you with school activity resources. We need to collect contact information to liaise with each school about the required resources and so that if any equipment is broken / lost / damaged, we can keep track of the resources available and potentially charge a fee to the responsible school.

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 the performance of a public interest as the lawful condition for us to do this. No sensitive data will be processed as part of this service.

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. We do not plan to share any information externally 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 we will keep details for a period of 6 months after the resources have been handed back to Leicestershire County Council.

What if something changes?

If the information you provided changes, or your circumstances change please contact 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.