

## **Environment and Transport Department - Structure Licence Application**

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 – Structure Licence applications.

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

We need to know the following about you: Name, Address, Telephone number, email address, banking/payment details.

We will also require details of the proposed structure.

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

We need this information to process the structure licence application request, to check the requirements and provide the service.

### **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 public interest 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 in order to offer you this service, or if we are required to do so by law. In this case, we do not plan on sharing any information with anyone.

### **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 Europe

### **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 the details for a period of 6 years.

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

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