

Environment and Transport Department – Green guardians - Case studies 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 – Green guardians – Case Studies

What Information do we need from you?

We need to know the following about you:

Group/Individual who is nominating a Green guardian: Name and contact details.

Group/Individual who has been nominated: Name, Contact details and Area of residence. An image may be requested to be published online.

You may nominate a religious group but we do not require any sensitive information.

Why do we need this?

We need this information so that we can raise awareness of climate positive actions being undertaken within local communities and then provide recognition to these people/groups for their actions to reduce their carbon emissions and take positive environmental action.

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.

In the event we publish any sensitive information about you we will be publishing with your explicit consent.

Who will we share this with?

The case studies, which will include the name of the person who has been nominated, their area of residence and an image, may be published online on various social media channels and the LCC website and LCC internal promotion channels to raise awareness and provide this recognition. We may also publish Green guardians case studies within various newsletters that could be circulated to the public, parish councils, councillors, and other stakeholders.

How will we keep it secure?

We will take all reasonable steps to prevent the loss, misuse or alteration of your personal information.

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 10 years.

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.