

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:

Fostering Panel Members

What Information do we need from you?

We need to know the following about you: your name, address, postcode, email address, phone number, mobile number, your photo ID, driving licence details, vehicle registration number, banking details, your gender, your ethnicity, physical and mental health details, details of any criminal records.

Why do we need this?

We need this information to perform the contract we have entered into with you.

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 a contract as the lawful condition for us to do this.

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

1. Where we need to perform the contract we have entered into with you.
2. Where we need to comply with a legal obligation.
3. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

We may also use your personal information in the following situations, which are likely to be rare

1. Where we need to protect your interests (or someone else's interests).
2. Where it is needed in the public interest. The Council needs to process personal information to enter into an Fostering panel member contract with you and to meet its obligations under your employment contract. For example, it needs to process your personal information to provide you with an employment contract and to pay you in accordance with your employment contract.

In some cases, the Council needs to process personal information to ensure that it is complying with its legal obligations. For example, it is required to check your entitlement to work in the UK, to deduct tax, and to comply with health and safety laws.

In other cases, the Council has a legitimate interest in processing your personal information before, during and after the end of our employment relationship with you.

We also need an appropriate lawful reason to process sensitive data. In this case we are processing your sensitive personal data because this is necessary as part of your employment.

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 else or use it for anything else. We will share this information with internal payroll department.

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/ 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 that would normally be 5 years from the date of termination of your panel member contract with us.

What if something changes?

If the information you provided changes or your circumstances change, please contact fosteringpanel.admin@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: icocasework@ico.org.uk

Make a complaint: <https://ico.org.uk/make-a-complaint/>