

Leicestershire County Council Fair Processing Notice

Environment and Transport Department – Scheme / Project Records (Infrastructure planning)

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 – Scheme / Project Records (Infrastructure planning)

What Information do we need from you?

We need to know the following about you: You name, Address, Email Address, Telephone number and banking/payment details.

Why do we need this?

We need this information so that we can deliver various flood resilience projects.

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 compliance with a legal obligation and 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 details with anyone 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 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 details of the property address indefinitely. All other details collected will be deleted 12 months after the project / scheme is complete.

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.