

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 – The Big Travel Survey

What information do we need about you?

We need to know the following:

- Information relating to your travel habits as a resident of Leicestershire, including questions where you leave a comment.
- Information about your business and organisation and about the travel habits of your employees, including questions where you leave a comment.
- Your contact name, name of business or organisation (as appropriate), address, phone number, email address.
- We will also collect the following wider information about you if provided: access to vehicles; educational attainment; and employment status.
- We will also collect the following equalities information if provided: age; gender; religion; disability information; ethnic group; sexual orientation; and whether you have caring responsibilities, and if so also equalities data about the person or persons that you have caring responsibilities for.
- We will also ask if you consent to be contacted about future opportunities to give your views about travel behaviours in Leicestershire (e.g. focus groups /mailing lists). The surveys will provide you with a tick to consent box.
- We do not ask participants to identify themselves as our purpose will be to obtain statistical information. There may be occasions where identification is possible from the information in the responses or accidentally disclosed information in free text boxes. For these reasons we are treating the information as personal data.

Why do we need this?

We need this information for two reasons:

- *Reason 1: To provide us with an ongoing source of evidence that will be used to help us to develop our future policies, strategies, plans, programmes and services, by enabling us to understand:*
 - Where people living in Leicestershire are travelling to and from, including the places that they visit most regularly; how they travel there; and any barriers that they face in making their journeys.
 - The nature of businesses and organisations and how their employees are travelling to work, any barriers that they face in making their journeys; and whether there are any travel or access challenges that affect the way the business and organisation operates.

- *Reason 2: So that we are able to continue to develop the evidence that we hold, by enabling us to contact you:*
 - Via paper, email or telephone to undertake future surveys, if you consent at the time of the initial survey.
 - To organise meetings and discussion/focus groups to help us further to develop our ongoing source of evidence, if you consent at the time of the initial survey.

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.

Our lawful bases for processing sensitive personal data is substantial public interest for equality monitoring purposes.

Our lawful basis for processing your name and contact details is consent.

Who will we share this with?

Sometimes we need to share your information with others. We will only do this when it is necessary, or if we are required to do so by law.

In this case we will only share statistical anonymised data with other officers within the Council or consultants working for us for; or partners we work with, including statutory and non-statutory bodies; Government Departments and Agencies; private bodies; and voluntary groups and charities. We do not plan to share it with anyone else or use it for anything else nor share it outside of the United Kingdom.

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 purpose that would normally be:

- *Statistical anonymised data, including about where you live, work and the places you visit; wider information about you; your business or organisation and the travel habits of your employees (where appropriate); and data in respect of equalities:* We will keep this statistical anonymised data for a period of up to 25 years. This covers the time period of our Local Transport Plan and will allow us to undertake trend analysis that will help us to continue to develop the evidence that we hold.

- *Your personal contact data where you **have** consented to be contacted to be involved in future surveys and/or take part in meetings or discussion/focus groups:*
We will keep this data on a maximum one year rolling basis. We will check with you on an annual basis whether you still consent for this data to be held by us.
Alternatively, you can let us know at any time that you withdraw your consent. Please contact TSaP@leics.gov.uk to withdraw your consent. Where you indicate that you no longer give your consent for us to hold your personal contact data, we will delete your personal contact data and no longer keep it. We will only continue to keep anonymised data in accordance with the time period set out above.
- *Your personal contact data where you **have not** consented for us to contact you again:* We will only keep this data for the periods it will take us to process and analysis survey responses. We will not keep your personal contact data beyond those periods. We will only continue to keep anonymised data in accordance with the time period set out above.

What if something changes?

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