

Growth, Environment and Transport – Waste Initiatives talks, classes and workshops 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 Growth, Environment and Transport Department – Waste Initiatives talks, classes and workshops

What Information do we need from you?

We need to know the following about you:

- **If booking a talk, class or workshop on behalf of a group:** We will ask for your name, your group / organisation's name, the address and postcode of the venue for the talk, class or workshop, and contact details for the venue and the person making the booking including an email address and/or telephone number. We will ask how many people will be attending the talk, class or workshop. If pertinent we will ask how many attendees are vulnerable persons / children (aged under 18), and/or how many attendees require reasonable adjustments, and the nature of the required adjustments.
- **When booking a talk, class or workshop as an individual:** We will ask for your name, address, postcode and an email address and or telephone number. If pertinent we will ask how many vulnerable people / children (aged under 18) the booking relates to, if attendees require reasonable adjustments and the nature of the required adjustments.
- **If we are booking you to host an event:** We will ask for your name, address, postcode, an email address and or telephone number and banking and payment details

Why do we need this?

We need this information so that we can manage waste initiatives talks, classes and workshop bookings, so we can ensure appropriate safeguarding measures are in place, make sure our talks, classes and workshops are safe, welcoming and accessible, and so that we can collect feedback from attendees afterwards.

We require a name, address, telephone number, email address and postcode from the person(s) booking a talk, class or workshop to ensure that you / members of your group are a Leicestershire resident, and to contact you to advise on changes and cancellations to talks, classes and workshops.

We require the address and postcode of the venue so that we are able to travel there to deliver the talk, class or workshop.

We require details regarding reasonable adjustments or access requirements in order to make sure our talks, classes and workshops are welcoming and accessible.

We need to know how many vulnerable people / children are attending in order to ensure that the talk, class or workshop has the appropriate safeguarding measures in place.

Evaluation forms will be given or sent to attendees immediately after the talk, class or workshop. Feedback from attendees is used to help us monitor and improve the talks, classes and workshops

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 performance of a public task as the lawful condition for us to do this.

We also need an appropriate lawful reason for processing your access requirements (where relevant) which is classed as sensitive personal data. In this case we are processing your sensitive personal data to provide the service, because it is in the substantial public interest (statutory and government purposes)

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. When it is necessary, we may disclose your personal information to the following organisations:

We may need to share your information with a third party who may deliver the talk, class or workshop on Leicestershire County Council's behalf.

Talks, classes or workshops delivered virtually may result in other attendees seeing your name and the names of other delegates.

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 we will keep personal details for a period of one month after the delivery of the relevant event. We will keep anonymised evaluation answers for a period of one year.

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.