

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 the use of our visitor management system.

What Information do we need from you?

We need to know the following about you: name, contact details, the organisation you work for, who you are visiting and any relevant training records in relation to your visit, such as, whether a site induction has been completed.

Why do we need this?

We need this information so we can maintain a record of visitors to County Hall; this can be for several reasons including fire evacuation, workplace occupancy analysis and for security purposes.

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 and performance of a public task 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. When it is necessary and only when you are visiting other onsite tenants at County Hall, we may disclose your personal information to those organisations.

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 1 year after your last visit. Regular visitor's profiles will remain active until attendance stops and then be retained for 1 year. Contractors may receive relevant training required to attend site. This training accreditation might require renewal after periods greater than 1 year therefore these records would be stored for longer periods.

What if something changes?

If the information you provided changes or your circumstances change, please contact mainreceptionroombookings@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: casework@ico.org.uk