

Leicestershire County Council and NatureSpot Fair Processing Notice

This notice is to tell you about why we need your information and how we will handle it. This notice applies to the Leicestershire County Council and NatureSpot Local Nature Recovery Strategy.

What Information do we need from you?

We need to know the following about you:

- Name
- Email address
- Organisation or group affiliation (where applicable)
- Employment Sector
- Postal address (where provided)
- Parish, district or local area
- Event attendance information
- Feedback on activities, events or training
- Information about your interest or involvement in wildlife recording, conservation or local environmental groups

Optional information which may also be collected:

- Age group
- Sex/Gender
- Ethnicity
- Disability status

This information will be anonymised and presented in an aggregated form so that individuals cannot be identified.

Why do we need this?

Leicestershire County Council and NatureSpot work together to support environmental engagement, wildlife recording, community participation and nature recovery initiatives.

We collect this information to:

- Manage and evaluate events, workshops and engagement activities.
- Understand who is participating in our activities.
- Increase the number of people involved in wildlife recording, conservation activities and local environmental groups.
- Increase participation from a diverse range of communities.
- Understand whether our activities are reaching people from different backgrounds and communities.
- Identify barriers to participation and improve future engagement activities.
- Monitor and evaluate the effectiveness of engagement and outreach activities.

- Support the delivery of the Local Nature Recovery Strategy and wider environmental objectives.

The equality monitoring information helps us understand whether the audiences we are reaching reflect the diversity of the communities we serve and identify opportunities to improve accessibility and inclusion.

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 our official authority or performance of a public task as the lawful condition for us to do this.

We also need an appropriate lawful reason to process sensitive data. In this case we are processing your sensitive personal data because of substantial public interest for equalities monitoring. This information will be aggregated.

Who will we share this with?

Sometimes we need to share your information with others. We will only do this when it is necessary 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:

Your information may be shared with:

- NatureSpot
- Relevant officers within Leicestershire County Council
- Organisations contracted by Leicestershire County Council or NatureSpot to support delivery of engagement activities
- Regulatory bodies, auditors or funding bodies where required by law

Information used for reporting, monitoring and evaluation purposes will be anonymised and presented in an aggregated form so that individuals cannot be identified.

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. Personal information collected for event administration, feedback and equality monitoring purposes will normally be retained for 3 years from the date of collection, after which it will be securely deleted or anonymised.

What if something changes?

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