

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:

Growth, Environment and Transport Department – Cycle and Scooter Grant Scheme.

What Information do we need from you?

We need to know the following about you:

If you are applying on behalf of a school for cycle or scooter parking, we may collect the following information: the school's name, the name of a main contact, the school address including postcode, contact details including an email address and telephone number, and banking and payment information.

If you are applying for a bike grant for yourself or your child, we may collect the following information: name, address including postcode, contact details including an email address and telephone number, age, banking and payment information, employment status, ethnicity, sex, and disability information.

If you are an approved bike shop taking part in the scheme, or you are purchasing a bike yourself and reclaiming the cost from LCC, we may collect your name, postal address, contact details including an email address and telephone number, and banking information.

Why do we need this?

We need this information to administer the cycle and scooter grant scheme.

We will also use some of the information collected to produce anonymised statistics for monitoring and reporting purposes. These statistics may be shared with relevant teams and organisations and will not identify you.

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.

Where we process special category information such as disability or ethnicity information, we rely on substantial public interest where this is necessary to run the scheme and for equality monitoring 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 to offer you this service, or if we are required to do so by law.

Where an approved cycle shop is providing a bike under the scheme, we may share your name and unique reference number with the shop. We will not share any other personal information unless this is necessary.

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 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 service we will keep the details for a period of 1 year after the grant has been provided.

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.