

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:

CareOnLine service in the Communities and Wellbeing Department.

What Information do we need from you?

- Name of your organisation
- Type of organisation
- Address
- Charity number if registered
- Contact Name
- Contact Telephone Number
- Contact Email address

Why do we need this?

The CareOnLine service was originally established to improve access to information technology, along with digital capability, for vulnerable people. In July 2018, Leicestershire County Council made a decision to decommission the service. In doing so, the Council also agreed to set aside up to £10,000 per year, for a period of two years, which would be available for voluntary and community sector organisations to provide an alternative service which will help vulnerable people to become digitally enabled across Leicestershire.

We need this information so that we can assess your application to the Transition fund.

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 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. We do not plan to share it with anyone else or use it for anything else. When it is necessary, we may disclose your personal information to the following organisations: Police

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 or 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 up to six years from the end of funding.

What if something changes?

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

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CareOnLine FPN. Version 1 from 23/08/2018

If we need to change something like who we want to share this information with, we will contact you to let you know.