

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:

Adults & Communities Department, External Workforce Development Project for Adult Social Care

What Information do we need from you?

We need to know the following about you: name, organisation name, organisation address, job role, contact email, contact telephone number.

Why do we need this?

We need this information so that we can offer you this service; support with Recruitment and Retention, training sessions, networking opportunities, newsletter with local information & national updates.

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 task carried out in the public interest or in the exercise of official authority vested in the controller” 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: Skills for Care

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.

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 2 years, or for the length of the Workforce Project.

What if something changes?

If the information you provided changes or your circumstances change, please contact Matt.Errington@leics.gov.uk or Victoria.Satchwell@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.