

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:

Chief Executives Department, Civic Affairs and Lieutenancy Office

What Information do we need from you?

We need to know the following about you:

- Name including title, rank and honour where relevant
- Email address
- Postal address including Post Code
- In some cases, the organisation, charity or company that you work for or represent.

Why do we need this?

We need this information so that we can contact you on behalf of the Chairman of The County Council or The Lord-Lieutenant of Leicestershire regarding civic occasions and events.

It is important to us that we build and maintain professional working relationships with our partners and those involved in Civic and Lieutenancy Occasions.

This correspondence will include a variety of information depending upon the occasion, but may contain invitations, menus, letters, reports, guidance or speech notes.

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.

Who will we share this with?

Sometimes we need to share your information with others. We will only do this when it is necessary, or if we are required to do so by law.

Your name and contact details may be shared with venues hosting events on behalf of the County Council. Otherwise, there are no other circumstances in which we would need to share your personal details. If you do not wish for this information to be shared, please contact the office and let us know.

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 for up to five years. During this time your contact details may be used for different events. If you wish for us to delete your personal information from our records after a particular occasion, please let the office know.

What if something changes?

If the information you provided changes or your circumstances change please contact the Civic Affairs and Lieutenancy office by emailing Lieutenancyoffice@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.