

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:

Finance in Corporate Resources Department

What Information do we need from you?

We need to know the following about you: e.g. name , contact details, financial information, services provided and costs, payment history.

Why do we need this?

We need this information:

- Statutory requirements e.g. reporting to Government
- Service delivery
- Service improvement and planning
- Regulatory, licensing and enforcement functions
- Prevention and detection of crime including fraud
- Ordering of goods and services
- Payment for goods and services
- Payment of salaries, allowances and expenses
- Collection of charges made for services provided
- Collection of overpaid housing benefit or debt
- Insurance claims
- Financial transactions
- Payroll transactions
- Collection of debt
- Research including consultations
- Traded services

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 legal obligation or public task under various UK laws including but not limited to:

- The Local Government Finance Act 1988 (rates)
- The Local Government Finance Act 1992 (council tax)
- The Localism Act 2011

as the lawful condition for us to do this.

We also need an appropriate lawful reason to processing sensitive data. In this case we are processing your sensitive personal data because our legitimate interests.

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:

- Judicial Agencies e.g. Courts
- Police
- Health Agencies
- Education Providers
- Other Local Authorities
- Immigration Service
- Government Departments e.g. HMRC, DWP
- Private investigators and contracted third party investigation companies and bailiffs
- Elected Members & MPs (as your representative)
- Contractors providing IT services
- Funding Bodies
- Experian (verification of applicants)

How long will we keep it for?

We will only keep this information for as long as necessary or as the law requires. Please see the Information Asset Register/Retention Schedule for details of how long we keep specific information sets.

What if something changes?

If the information you provided changes or your circumstances change please [contact us](https://www.leicestershire.gov.uk/about-the-council/contact-us) (<https://www.leicestershire.gov.uk/about-the-council/contact-us>).