

## **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

### **Property Services in Corporate Resources**

#### **What Information do we need from you?**

We need to know the following about you: e.g. name, contact details

#### **Why do we need this?**

We need this information:

- Service delivery
- Service improvement and planning
- Prevention and detection of crime
- Financial transactions
- Energy & Environment Management
- Research including consultations

#### **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 your consent & contract our legal obligation or public task, under various UK laws including but not limited to The Localism Act 2011 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:

- Judicial Agencies e.g. Courts
- Police
- Immigration Service
- Government Departments e.g. HMRC, DWP
- Elected Members & MPs (as your representative)
- Funding Bodies
- Local businesses e.g. EDRF projects
- Utilities companies e.g. home energy schemes
- Contractors providing energy/environmental services and IT services

#### **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>).