

## **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

### **County Councillors dealing with Constituents Information**

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

County Councillors may need to know some of the following about you: name, address, email address, telephone number, date of birth, details of family members which may include address, email address, telephone numbers and dates of birth.

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

County Councillors need this information so that they take up and manage casework on behalf of their constituents.

#### **Why are we allowed to process your information?**

Data protection law allows the County Council to process your information within certain conditions. In this case County Councillors are using your consent, legal obligations, our official authority or performance of a public task and our legitimate interest as the lawful condition for us to do this.

County Councillors also need an appropriate lawful reason to process sensitive data. In this case we are processing your sensitive personal data because you have given your explicit consent.

#### **Who will we share this with?**

Sometimes County Councillors will need to share your information with officers of the County Council and will only do this when it is necessary in order to help you with your query and / or required to do so by law. In some circumstances where the matter raised is not the responsibility of a County Council it may be necessary to pass on your information to the correct person / organisation.

#### **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.

#### **How long will we keep it for?**

County Councillors will keep this information for seven years to deal with constituents queries or as the law requires.

#### **What if something changes?**

If the information you provided changes or your circumstances change, please contact the County Councillor you provided your details to in the first instance. If the County Council need to change something like those who we want to share this information with, the County Councillor concerned will contact you to let you know.