

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:

Democratic Services in the Chief Executive's Department

What Information do we need from you?

We need to know the following about you: e.g. name , contact details, correspondence, case files and complaints.

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
- Financial transactions
- Research including consultations
- Emergency Management
- Communications and Marketing
- Equalities requirements
- Invitation to civic events
- Responding to requests from the public

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 Act 1972, 2000
- The Localism Act 2011
- The Civil Contingencies Act 2004
- The Equality Act 2010

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
- Local Resilience Forum
- Elected Members & MPs (as your representative)

- Contractors providing IT services
- Other local councils e.g. for joint events

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>).