

## **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:

### **Environment and Transport Department – Advice and Guidance**

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

We need to know the following about you: your name, address, contact details and details of the query.

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

We need this information so that we can respond to the query.

#### **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 the performance of a public task as the lawful condition for us to do this.

No sensitive data will be processed as part of this service.

#### **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: the Police and contractors undertaking work on our behalf.

#### **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.

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

We will only keep this information for as long as necessary or as the law requires. For this service that would normally be 3 years from the date the record was created.

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

If the information you provided changes or your circumstances change please contact [etdataprotection@leics.gov.uk](mailto:etdataprotection@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.