

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 – Non-Statutory Consultation

What Information do we need from you?

If you are taking part in the consultation exercise, then we will need to know the following: your Name, limited contact details and demographic details. We may contact company representatives or organisations directly where we believe there would be a benefit in gaining their views and their information is in the public domain.

If you are providing us with a letter of support then we will need to know the following: name of organisation (if applicable) contact name, address, telephone number and comments indicating your support for the scheme.

Why do we need this?

We need this information so that we can improve our 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 the performance of a public task and/or compliance with a legal obligation as the lawful conditions for us to do this.

Equality data will be collected but will be immediately anonymised on receipt.

Who will we share this with?

If you have taken part in the consultation exercise, we will sometimes need to share your information with others. We will only do this when it is necessary to carry out the consultation, 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.

If you are providing a letter of support, please note that these are gathered with the intention of publishing them as part of the outline business case for the proposed scheme. The businesses cases will then become publicly available. Otherwise, we will only share the information when we are required to do so by law. We do not plan to share it with anyone else or use it for anything else other than the purpose described above.

We may also contact people who are known to the organisation in a professional capacity to gain their views.

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 kept for a period of 5 years.

What if something changes?

If the information you provided changes or your circumstances change please contact 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.

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