

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:

Legal 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 , address, email, mobile number child's name, child's date of birth.

Why do we need this?

We need this information:

- To manage legal cases
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- To monitor Regulation of Investigatory Powers (RIPA) authorisations.

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 Freedom of Information Act 2000
- The Data Protection Act 2018
- The Regulation of Investigatory Powers Act 2000,
- and the following areas of law / common law:
 - Adult Social Care
 - Childcare
 - Employment
 - Education
 - Litigation
 - Commercial
 - Property
 - Planning
 - Highways
 - Environmental
 - Local Government
 - Coronial
 - Judicial Review

as the lawful condition for us to do this.

We are also need an appropriate lawful reason to processing sensitive data. In this case we are processing your sensitive personal data because of a legal claim or judicial capacity.

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:

- National Regulators e.g. Information Commissioner's Office, Investigatory Powers Commissioner.
- The Courts, judges, Crown Prosecution Service, Employment Tribunals
- Legal representatives of other parties
- Expert witnesses
- The Police and other crime enforcement agencies.
- Other public authorities e.g. schools, NHS, councils, government departments (HMRC, DWP, Immigration etc.).
- Land Registry
- Debt collectors
- Union representatives (with consent).
- Local archives office
- Elected Members & MPs (as your representative)
- Contractors providing 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>).