

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:

Planning and Historic and Natural Environment 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 information, environmental case files

Why do we need this?

We need this information:

- Statutory requirements e.g. reporting to Government, public registers
- Service delivery
- Service improvement and planning
- Regulatory, licensing and enforcement functions
- Prevention and detection of crime
- Financial transactions
- Research including consultations
- Communications and marketing

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 Town & Country Planning Act 1990
- The Planning Act 2008
- The Housing & Planning Act 2016
- The Planning (Listed Buildings & Conservation Areas) Act 1990
- The Localism Act 2011
- The Environment Act 1995
- The Environmental Protection Act 1990
- The Wildlife and Countryside Act 1981
- The Countryside and Rights of Way Act 2000

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
- Government Departments
- Education Providers

- Other Local Authorities
- Resilience Forum
- Fire & Rescue Services
- Elected Members
- The General Public (via public registers)
- Contractors / partners providing services on our behalf
- Funding Bodies
- The Environment Agency
- LLEP

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>).