

Strategic Property Services 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 the

Strategic Property Services – Leased Properties

What Information do we need from you?

We need to know the following about you: Personal Name, address, email and contact numbers, Business Name, registered address, company number, director & secretary personal details, company email addresses and contact numbers. In addition to correspondence details, the County Council may require (or request from third parties) bank / Trade references and business and personal credit searches. In certain circumstances the County Council may request business or trading accounts and/or financial performance information.

Why do we need this?

We need this information so that we can act as a billing authority for a leased property, and for the administration, management and provision of that service

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 'performance of a contract' 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. Occasionally we may wish to share information with consultancy companies, however this is optional and we will contact you first to ask if you consent to this

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 15 years after the termination of the lease or licence

What if something changes?

If the information you provided changes or your circumstances change, please contact Property Services - 0116 3055000 - property@leics.gov.uk

If we need to change something such as who we want to share this information with, we will contact you to let you know.