

## **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

### **Leicestershire Registration Service Diary Management System**

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

We need to know the following about you: name, contact details (email address, telephone number), details about the event you wish to register, your marital status, details about your marriage or civil partnership ceremony. Information surrounding the planning of your marriage or civil partnership ceremony

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

We need this information so that we can ensure you register a birth or death, complete your legal preliminaries for a marriage or civil partnership or book your marriage or civil partnership ceremony and that colleagues are aware of who will attend an office and for what purpose (i.e. diary schedules)

We may, on occasions, use your data to contact you to ask you about our service so that we may make improvements. This might be in the form of a survey. You are under no obligation to take part in any of our surveys

#### **Why are we allowed to process your information?**

Data protection law allows us to process your information with certain conditions. In this case we are using your contract and public task as the lawful conditions for us to do this.

We also need an appropriate lawful reason to processing sensitive data. In this case we do not process any sensitive personal data.

#### **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 organisations which provide a reception service at our registration service points

#### **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 no longer than twelve months.

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

If the information you provided changes or your circumstances change please contact Leicestershire Registration Service on 0116 305 6565. If we need to change something like who we want to share this information with, we will contact you to let you know.