

## **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:

### **Trading Standards Service: Financial Safeguarding Team**

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

We need to know the following about you: name, address, email, mobile number and landline telephone number. We may also ask you about your health to help you get any further support you may need

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

We need this information so that we can offer support and advice in preventing you from being a victim of scams

#### **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 official authority or performance of a public task as the lawful condition for us to do this.

We also need an appropriate lawful reason to process sensitive data. In this case we are processing your sensitive personal data because of substantial public interest (the prevention of fraud) and health or social care requirements

#### **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. When it is necessary, we may disclose your personal information to the following organisations: National Trading Standards Scams Team, Leicestershire Police. We do not plan to share it with anyone else or use it for anything else.

#### **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 6 years. In some cases this may be longer depending on the whether you need further support.

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

If the information you provided changes or your circumstances change, please contact the Trading Standards Service on 0116 305 8000 or at [tradingstandards@leics.gov.uk](mailto:tradingstandards@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.