

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:

Environment and Transport Department – Adult Cycling Courses

What Information do we need from you?

We need to know the following about you:

- Your name and contact details
- Your level of cycling experience
- Any existing medical conditions that we should be aware of
- Name and contact details for an emergency contact

We will also ask you for information to support equality & diversity monitoring (such as your age and gender), but these are optional questions and the data is anonymised before use.

Why do we need this?

We need this information so that we can deliver the cycling courses. This includes medical information to allow us to make the courses as inclusive as possible.

If you provide us with your consent, we will also use your contact details to send you information relating to other Choose How You Move events and initiatives.

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 public task as the lawful condition for us to do this.

We also need an appropriate lawful reason for processing your medical information (where relevant) which is classed as sensitive personal data. In this case we are processing your sensitive personal data because it is in the substantial public interest (statutory and government purposes).

We will only send you information relating to other Choose How You Move events and initiatives if you have provided us with your consent.

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. In this case we will only share your information with the instructor conducting the course. 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 we will only keep your details until the completion of the class.

What if something changes?

If the information you provided changes, or your circumstances change, please contact etdataprotection@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.