

## **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:

### **Waste Permits – Charities and Parish Councils.**

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

We need to know the following about you: The name of your organisation, charity number, address, email address, landline or mobile number, vehicle registration number, make and model of the vehicle, if there is any sign writing on the vehicle, if you are using a trailer, how the waste is generated and the activities that your organisation carries out.

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

We need this information so that we can process waste permit applications and provide successful applicants with their permit to access the waste sites.

#### **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 Public Task 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 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: approved contractors, the Environment Agency, neighbouring authorities such as District and Borough Councils.

#### **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/ Europe.

#### **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 keep the details on the household waste permits for a period of 3 years.

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

If the information you provided changes, or your circumstances change please contact [etdataprotection@leics.gov.uk](mailto: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.