

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:

Driver Education Workshops - Environment & Transport

What Information do we need from you?

We need to know the following about you: your name & address, email address, telephone number, driving license number and any special requirements information (for example, if you need an interpreter or have some specific health requirements).

Why do we need this?

We need this information in order to administer the workshop and provide you with the required course.

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 and the 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. The only sensitive data we might collect would be if you told us of any special requirements you have. In this case we would be processing your sensitive personal data because of 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. We do not plan to share it with anyone else or use it for anything else. Although we do not intend to share your information, we would need to check your eligibility to attend the course with The National Driver Offender Retraining Scheme (NDORS). You will also be required to pay for the course, but we would not have any access to your payment details.

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 or 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 that would normally be for a period of 7 years.

What if something changes?

If the information you provided changes, or your circumstances change, please contact us:

by email: drivereducation@leics.gov.uk

by telephone: 0116 305 8787

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