

## **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:

### **Lord-Lieutenant's Awards for Young People - Civic Affairs & Lieutenancy Office**

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

We need to know the following about the nominator:

- Name
- Postal address
- Email address
- Telephone number

We need to know the following about the young person you will be nominating for an award:

- Name
- Postal address
- Email address
- Telephone number
- Age and date of birth
- School/college that they attend
- The reason for their nomination, which may include information that is personal or sensitive depending upon their story.

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

We need this information for the following reasons:

1. To process your nomination and to be able to consider the young person for an award during the long and short-listing process.
2. To contact you and your nominee regarding the outcome of your nomination.
3. If successful, the information will be required to contact you regarding the arrangements that need to be made for the awards evening. This will include correspondence such as invitations and certificates. The detail around the young person's nomination is also needed on the night to form a citation before the award is presented.

#### **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 your consent 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 you have given 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, or if we are required to do so by law.

In this case, the details of the young person being nominated for an award will be shared with the judging panel. If successful, the young person's story will be shared with the audience during the awards evening in the form of a citation. This will be shared with the young person beforehand so that they can approve its content.

The details of the nominator will be shared with the communications team who will store your contact details for future awards, when we will contact you so that you can nominate again if you wish. There is a section of the nomination form for you to opt out of this if you choose to do so.

Otherwise, there are no circumstances in which we would need to share your personal 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 keep the nominators contact details for up to five years. If you wish for us to delete your personal information before then, please let the office know.

If a successful candidate, we will only keep the personal and sensitive information relating to the young person nominated for two years. This is so that we can contact them before the following years' awards to ask if they wish to take part in a promotional film about how their award impacted them.

If an unsuccessful nominee, the details will be deleted at the end of that years' awards. There will be no need for us to hold on to this information for a longer duration.

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

If the information you provided changes, or your circumstances change please contact the Civic Affairs and Lieutenancy office by emailing [lieutenancyoffice@leics.gov.uk](mailto:lieutenancyoffice@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.