

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:

Chaperone Licences - Child Performance & Employment Team

What Information do we need from you?

We need to know the following about you: Name, address (+ previous addresses in last 5 years), contact details, email address, date of birth, physical/health details, employer details, qualifications & training, criminal offences (including alleged offences, criminal proceedings, outcomes and convictions) social care involvement (which may flag up information about family members), referee details (name, address telephone number, email), Disclosure and Barring (DBS) certificate details (disclosure number and date issued).

Why do we need this?

We need this information to:

- Process chaperone applications and assess suitability to become licensed/approved by the Local Authority
- Issue licences
- Conduct chaperone interviews/training
- Carry out inspections/employment visits as part of our statutory duty to inspect organisations/employers
- Monitor compliance of organisations/employers ensuring children are safe
- Assess/evaluate data within the service

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 legal obligations as the lawful condition for us to do this. Processing is necessary for compliance with a legal obligation under the following (but not limited to) legislation:

- Children and Young Persons Act 1933/63
- Children (Performances and Activities) (England) Regulations 2014

We also need an appropriate lawful reason to process sensitive data. In this case we are 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. When it is necessary, we may disclose your personal information to the following organisations:

- Chaperone information such as name, address, expiry date and Local Authority to which they are registered is shared with production companies and other LA's. Internal agencies include Social Care, Safeguarding and Improvement Unit, East Midlands Shared Services and First Response.

- Performance inspection reports are shared with the Local Authority where the child/children reside and the applicant responsible for the production/activity
- Personal information will be shared with law enforcement, other LA's including Safeguarding and Social Care if required to do so.

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 and the Republic of Ireland.

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 it would usually be up to 25 years at which point the information would be reviewed.

What if something changes?

If the information you provided changes or your circumstances change, please contact the Child Performance and Employment Team at childreninentertainment@leics.gov.uk . If we need to change something, e.g. like who we want to share this information with, we will contact you to let you know.