

## **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:

### **Child Performance Licences & Employment Permits**

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

We need to know the following about you: name, address, contact details, email address, child's name, child's date of birth, gender, school details (including attendance), child's fitness, health and medical conditions, performance income.

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

We need this information to:

- Process licence/employment applications and access suitability to become licenced/approved by the Local Authority
- Issue licences or work permits
- 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
- Leicestershire County Council Byelaws 1998
- EC Directive 94/33

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 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:

- Children's performance licence information (including name, DOB, parent's names, school and image of child) will be shared with the applicant applying for a licence, parents, schools and the Local Authority where the performance/activity is taking place.
- With regards to Body of Persons (BOPAs), we share children's information such as name, DOB, address, to the relevant Local Authority where the child resides.

- Child Employment work permits are sent to the relevant employer and parents. Information may be shared with schools where it is considered necessary to do so.
- 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 and other Local Authorities 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 & Employment Team at [childreninentertainment@leics.gov.uk](mailto: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.