

## **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

### **Definitive Map Modification Orders – E&T Dept - Public Rights of Way**

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

We need to know the following about you: Contact name and contact details of requestor/owners/occupiers/tenants of all of the land affected by the proposal and contact details of any user organisations you have approached.

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

We need this information to consider your application for a Definitive Map Modification Order.

#### **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.

#### **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. A copy of your application will be published on our web register whilst the case file is open and could be shared with other interested parties including but not limited to district councils, land owners and house developers. Applicant contact name and address will be published however phone numbers, email address and signatures will be redacted.

The full, un-redacted application including all personal details may be disclosed at a Public Hearing or Inquiry.

#### **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.

#### **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 kept in perpetuity. This is to support investigations into highway status and extent, which is needed to support all statutory duties of the Highway Authority as defined by various legislation including but not limited to the Highways act 1980.

#### **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.