

## **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:

### **Environment and Transport Department – Rural skills training courses.**

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

We need to know the following about you: Your name, address, email and contact phone number, (this could be a mobile or home number), as well as other information for Equalities & Diversity monitoring which will be voluntary and anonymised before use.

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

We need this information so that we can book you onto the course and send you information relevant to the course on which you have booked.

#### **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 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. 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 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.

#### **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 be until you choose to leave the volunteer scheme.

#### **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.