

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 – Pre-Driver Days

What Information do we need from you?

We need to know the following:

- Course attendee - date of birth, any medical conditions likely to affect driving or attendance on the day and an emergency contact name, phone number, their relationship to the attendee and whether the young person has, or knows somebody that has, been involved in a collision.
- Parent/ guardian - name, address, phone number and e-mail address.

Why do we need this?

We need this information so that we can deliver the pre-driver day courses to attendees.

Parent/guardian information is required to book a place and process information on behalf of a young person.

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 public task as the lawful condition for us to do this.

We also need an appropriate lawful reason to processing the attendee's medical information which classes as sensitive data. In this case we are processing your sensitive personal data because it is in the substantial public interest (statutory and government purposes).

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. In this case we will only share your information with the class tutor who will be running the course. 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 normally be for 3 years from the attendees 18th birthday. The relevant financial transaction information will be kept in line with our other financial record keeping, which is for 7 years.

What if something changes?

If the information you provided changes, or your circumstances change, please contact 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.

What else would we like to do?

The Council will photograph and film the day for future publication on the website and for publicity. You are asked to opt-in to be photographed or filmed so participation is voluntary and won't impact your application.