

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 – Safer Driving with Age (SAGE) Assessment

What Information do we need from you?

We need to know the following:

- Name of course attendee, address, contact telephone number, e-mail address and vehicle/eye sight/medical declarations.

Why do we need this?

We need this information so that we can deliver the Safe Driving with Age (SAGE) driving assessment to attendees and provide any necessary follow up guidance and advice.

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 are not processing any sensitive information as part of this service.

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 be able 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 instructor who will be undertaking the assessment and providing advice and guidance. 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, the contact information will be kept for 3 years and 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.