

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 –Transport Surveys

What Information do we need about you?

We need to know the following:

- Your contact name, address, phone number, email address, age, gender, employment, concessionary pass held and travel preferences.

Why do we need this?

We need this information so that we can;

- To understand and evaluate your travel preference to help us to better encourage/deliver sustainable travel options.
- To provide you with information and incentives regarding sustainable travel options and travel events.
- To contact you via paper, email or telephone to undertake a follow up survey, if you consent at the time of the initial survey.
- To organise discussion/focus groups with regards to sustainable travel, if you consent at the time of the initial survey.
- To organise the delivery of a free bike security device where appropriate.

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 consent as the lawful condition for us to do this.

No sensitive data will be processed 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 in order to offer you this service, or if we are required to do so by law. When it is necessary, we may disclose your personal information to survey delivery, printing and postal partners before and after the survey. 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 kept for a period of up to 5 years.

What if something changes?

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