

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 – Highways Development Management Pre-Application Enquiries

What Information do we need from you?

We need to know the following about you: your name, address, contact details and details of the enquiry.

Why do we need this?

This information will enable us to respond to pre application enquiries and provide pre application advice before a planning application is submitted to the Local Planning Authority.

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 obligation and performance of a public task as the lawful condition for us to do this.

No special/sensitive personal 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 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 with other district councils.

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 in perpetuity due to business need 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. If we need to change something like who we want to share this information with, we will contact you to let you know.