

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 – Dropped Kerbs**

What Information do we need from you?

If you are applying for a permit where the construction works will be undertaken by LCC we will need the following information.	If you are applying for a permit where the construction works will be undertaken by a contractor of your choice we will need the following information
<ul style="list-style-type: none">• applicant's name• applicant's address• applicant's phone number• applicant's email address• payment details• location of required vehicle access• planning permission number	<ul style="list-style-type: none">• applicant's name• applicant's address• applicant's phone number• applicant's email address• location of required vehicle access• proposed start and finish dates of works• proposed duration of works• proposed hours of contractors work• proposed type of traffic control• planning permission number• access details listed on planning permission• contractors name• contractors address• contractors phone number• contractors insurance company's name• contractors insurance company's address• contractors insurance company's phone number• contractors policy number• expiry date of policy• contractors street works qualification register number• contractors street works qualification expiry date• a copy of the contractors public liability certificate• a copy of the contractors New Roads and Street Works accreditation• payment details

Why do we need this?

We need this information to assess your application for a dropped kerb permit and also to arrange the works if necessary. We may also contact you to ask you to complete an evaluation to help us improve the service.

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. 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 share your details with district/borough councils to discuss the vehicle access proposals where planning permission has been granted or is required for the new access, contact your nominated contractors to discuss the proposed dropped kerb works or disclose your personal information to specific contractors undertaking work on our behalf.

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. All data is stored securely with access only by authorised personnel.

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 7 years 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.