

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 – Talks and workshops

What Information do we need from you?

We need to know the following about you: Organisers name and contact details. If individuals attending the talk or workshops require any follow up information, we will need to know their name, email address and / or telephone number.

Why do we need this?

We need this information so that we can provide the service and send out follow up evaluations.

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. We do not plan to share it with anyone else or use it for anything else. We may need to share your information with a third party, such as a volunteer, who may deliver the talk / workshop on Leicestershire County Councils behalf. Talks delivered virtually may result in other attendees seeing your name and names of other delegates.

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 we will hold your information until completion of the talk / workshop and in the case of individuals, until any follow up questions have been resolved, after which it will be destroyed. We will also hold your information to complete any follow up evaluations and questions following attendance at workshops.

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.