

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:

Inspired to Care Project - Adults & Communities

What Information do we need from you?

We need to know the following about you: name, organisation name, organisation address, job role, contact email, contact telephone number.

Why do we need this?

We need this information so that we can offer you this service; support with Recruitment and Retention, training sessions, networking opportunities, newsletter with local information & national updates and membership to the Inspired to Care Website.

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 "performance of a task carried out in the public interest or in the exercise of official authority vested in the controller" as the lawful condition for us to do this.

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. We do not plan to share it with anyone else or use it for anything else. When it is necessary, we may disclose your personal information to the following organisations: Skills for Care and Cuttlefish (developers of the Inspired to Care website).

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 keep your information for as long as you remain a member of the Inspired to Care website. You have the right to withdraw your membership at any time.

What if something changes?

If the information you provided changes, or your circumstances change, please contact inspiredtocare@leics.gov.uk or call 0116 305 5186 / 0116 305 6385.

If you no longer wish to be a member of the Inspired to Care project, please contact us on the details above.

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