

## **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

Conversations about Covid Project – Chief Executives

This project is a collaboration between Leicestershire County Council and the Leicestershire and Rutland Record Office, which is part of Leicestershire County Council. The project is about creating a historical record of the Coronavirus pandemic and any personal details that you share will help us put your story in context. Where you have shared personal information, this notice is to tell you what will happen to this information as part of the project.

### **What information will we collect?**

With agreeing to share your story we will collect the following:

Your personal details

- Your name
- Your address
- Contact details – phone number or email address

Your story

- The information you want to share with us about your experience of the last year.

### **Why are we holding this information?**

We need this information to:

- Manage entry of your story onto the Leicestershire County Council website
- Manage the entry of your story into the Leicestershire and Rutland Record Office for the purposes of historical record
- Interpret the information in the context of the history of Leicestershire

### **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 public task 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, 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.

Your story will be shared as followed:

- We will mount your anonymised story on the Leicestershire County Council Cultural Communities website
- We will share your personal details and your story with the Leicestershire and Rutland Record Office to be stored indefinitely

If your story contains information that suggests you or someone you know are at risk of harm, we are obligated to share this information with the relevant safeguarding authority or emergency services.

### **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 personal details information outside of the UK/ Europe.

### **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 project:

- We will keep your anonymised story on the Leicestershire County Council Cultural Communities website for a period of six months until 8<sup>th</sup> September 2021
- From 8<sup>th</sup> September 2021 your story and personal details will be transferred to the Leicestershire and Rutland Record Office to be stored indefinitely as part of the coronavirus historical record

### **What if something changes?**

If the information you provided changes or your circumstances change, please contact the project team at [conversations@leics.gov.uk](mailto:conversations@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.