

## **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 – Weight Restriction Monitoring (Roads)

### **What Information do we need from you?**

We need to know the following:

- Your name, address and contact details
- Incident date and time
- Incident location
- Vehicle direction of travel
- Vehicle registration
- Operators names on vehicle (optional)
- Photo of weight restriction breach (optional)

### **Why do we need this?**

We need this information so that we can monitor vehicles suspected of illegally using weight restriction roads.

### **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 public task as the lawful condition for us to do this.

### **Who will we share this with?**

We will share all information provided with the Police in order for them to investigate the incident and use their enforcement powers where necessary.

We will only share your information with any other parties 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.

### **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 details for a period of 7 years.

**What if something changes?**

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