

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:

Data subject rights service - Corporate Resources

What Information do we need from you?

We need to know the following about you:

- your name and contact details;
- any information required to identify or distinguish you from other people with the same name (e.g. date of birth, previous names and/or addresses, reference numbers etc.);
- documentary evidence of your identity;
- any details or relevant dates that will help us to identify what you want;
- if you are making a request for another individual, proof that you are legally entitled to exercise their data subject rights.

Why do we need this?

We need this information so that we can identify the appropriate information in order to offer you this service and ensure that your personal data remains secure by confirming your contact details and your identity.

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 our legal obligations and consent as the lawful conditions 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 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. Where necessary, we may liaise with a third party who has previously provided us with some of your personal data.

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 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 that would normally be five years.

What if something changes?

If the information you provided changes, or your circumstances change, please contact our Information Governance team: SAR@leics.gov.uk