

## 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 the 3<sup>rd</sup> Party Recharges Process.

### What information do we need from you?

We need to know the following about you:

- Name
- Address
- Email– in some cases
- Contact Number– in some cases
- Motor Insurance Provider- if vehicle is insured
- Policy Number- if vehicle is insured
- Vehicle Registration Number

In some cases we may also be provided with your Date of Birth depending on the source of our information.

### Why do we need this?

We need this information so that we can process the claim for repayment of the cost of repairs to assets damaged in an incident involving your vehicle. The 3<sup>rd</sup> Party Recharges team investigate damage caused to Leicestershire County Council assets following road traffic incidents. They collate costs and will deal with individuals or their Motor Insurance Provider to reclaim the cost of the damage.

### 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 official authority or performance of a public task in seeking to recover all associated costs relating to repairs, rectification and related works undertaken solely as a result of third-party damage to the highway and to County Council land, buildings and other assets (under Section 41 of the Highways Act 1980), 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 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. When it is necessary, we may disclose your personal information to the following organisations: Police, Fire and Rescue Service, Legal Teams, Courts, Insurers, Loss Adjusters and the Motor Insurance Board.

### 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 only send your information outside of the UK if you reside in another country, or the incident involves a vehicle which is registered 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 that would normally be 7 years from the date the case is closed.

### What if something changes?

If the information you provided changes, or your circumstances change, please contact the 3<sup>rd</sup> Party Recharges team via email at [HMGBS@leics.gov.uk](mailto:HMGBS@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.