

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

Watch Your Waste Project – Environment and Transport

What information do we need from you?

If you are taking part in the project, we need to know the following about you: name and email address.

We may also require your postal address if you enter the prize draw.

Why do we need this?

We need this information to contact you about the project and contact the winning entrant.

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 the performance of a public task as the lawful condition for us to contact you about the project.

We will use consent to process your information for participation in follow-up evaluation surveys, be entered into the prize draw and to sign up to the Environment Matters newsletter.

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.

Please note we will use SNAP software to issue surveys and Newzapp to issue newsletters to those who have consented.

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 hold your information until completion of the project, after which it will be destroyed. The only exception being in the case of individuals who give consent for follow up surveys or consent to sign up to the Environment Matters newsletter.

What if something changes?

If the information you provided changes or your circumstances change, please contact 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.