

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 – Highway Licences

What Information do we need from you?

We supply many types of licences that relate to works within the highway and these are entered onto the National Street Works register.

- a) Section 50 licence – Installation or maintenance of apparatus (drains, cables, ducts, sewer pipes and water or gas pipes) within the highway Carriageway, Footway, Verge, or any publicly maintained route.
- b) Section 171 – Excavation in the highway e.g. installation of benches/planters/joint holes for apparatus locations etc.
- c) Road Space Booking Application – Set up of any positive traffic management in the highway.
- d) Temporary Traffic Regulation Order – to apply a temporary restriction to current use of the highway network.

For these licences we require; Company names of contractor carrying out the works, 24-hour emergency contact number, payment details, location of work and work period.

Why do we need this?

We need this information to create notifications of works on the National Street Works register, to monitor disruption to highway users, to coordinate conflicts with other works and to contact contractors to resolve any issues or complaints in connection with the works.

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 do this. No sensitive data will be processed as part of this service.

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. Under the New Roads and Street Works Act 1991, the National Street Works Register is open to inspection by any member of the public likely to have an interest in the information. Such as in the case of an incident as a result of the works, damage to property, disruption to traffic flows etc. The information will remain confidential, we are not responsible for the accuracy of information concerning those works for which we are not the promoter.

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 the information will be kept within the National Street Works register for 6 years. It will also be maintained for insurance purposes for up to 21 years and 9 months to enable anyone injured as a minor or in the case of an unborn child as a result of any works carried out in the highway.

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.